



**UMID/TigerLIFE Policies & Procedures
Sexual Harassment Policy
January 2017**

The top priority of the University of Memphis Institute on Disability (UMID) is the safety and security of its employees in order to facilitate a comfortable and professional work environment. All UMID employees are required to conduct themselves in a professional manner consistent with all university policies, including university policies on sexual harassment. All UMID employees must complete the University of Memphis online training on Sexual Harassment at the beginning of their employment. The United States Equal Employment Opportunity Commission (EEOC) defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.” According to the EEOC, this can include offensive remarks about a person’s sex, either male or female, or any conduct of a sexual nature that either explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile, or offensive work environment.

The University of Memphis holds firm that:

“Harassment is reprehensible and will not be tolerated by the University. The University of Memphis strives to provide a place of work and study free of sexual harassment, intimidation, or exploitation. It is expected that students, faculty and staff will treat each other with respect.”

If you believe that you are being sexually harassed, the University of Memphis Institute on Disability policy is to comply with university complaint filing process in a timely fashion by contacting the Office for Institutional Equity. The conduct that is complained about is evaluated from the perspective of a reasonable person similarly situated to the person complaining and in consideration of the context of the behavior. Anyone wishing to make a complaint of discrimination, harassment, sexual misconduct or retaliation may contact the office by:

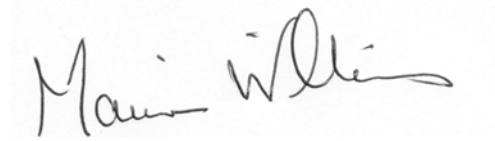
- Sending an email to oiie@memphis.edu,
- Calling 901-678-2713, or
- Completing the online complaint form located at:

<http://www.memphis.edu/oiie/complaint.php>

In addition to this sexual harassment policy, you will be provided with a description of the University of Memphis Discrimination, Harassment – Complaint and Investigation Procedure, outlining and clarifying what steps will be taken by the Office of Institutional Equity after a complaint is filed. If you discuss feeling sexually harassed with a team leader or administrator, they are required to direct you to the above policy.

Retaliation for filing a complaint is prohibited by University policy. You have the right to raise concerns and ask questions about our policies prohibiting harassment or discrimination. You also have the right to submit a complaint under any of our policies. If you have any questions, please contact the Office of Institutional Equity above.

Approved:

A handwritten signature in black ink, appearing to read "Maurice Williams", is written over a light gray rectangular background.

Maurice Williams, Associate Director