

From the Chancellor

To All Members of the NC State Community:

While acts of discrimination are wrong because they foster intolerance, incivility, and intimidation, they still occur in many segments of our society. It is essential that NC State University demonstrate its strong position against discrimination. I am, therefore, reminding all faculty, staff, and students that this University does not condone and will not tolerate discrimination or harassment of any individual in the University community. As Chancellor, I commit this institution to fulfill both the spirit and the law of equal opportunity and strongly endorse the information outlined in this brochure.

Robert A. Barnhardt, Interim Chancellor

Defining the Issues

➤ What is discrimination?

Discrimination is unequal treatment based upon personal characteristics that are not relevant to academic abilities or job performance, such as race, sex, or other protected class(es).

➤ What is harassment?

Harassment is unwelcome conduct that is either a condition of working or learning or creates a hostile environment. Harassment involves behavior that discriminates against a protected class.

➤ What are the protected classes?

The protected classes are: race, color, religion, creed, sex, national origin, age, veteran status, disability, and sexual orientation. These classes are protected by federal or state law or NC State University policy.

NC State University Policies & Procedures

More information about NC State University's unlawful harassment policies and procedures can be viewed on the Office for Equal Opportunity (OEO) website at: www.ncsu.edu/equal_op/policies.html.

Online Training & Education

We encourage you to review OEO's online unlawful harassment prevention training module for additional information about unlawful harassment. This e-learning tool resides at: www.ncsu.edu/oEO-training/harassment.

Contact Information

➤ Rhonda Sutton, Ph.D.

Assistant Vice Provost/Director of Harassment Prevention & Equity Programs
Office for Equal Opportunity (OEO)
1 Holladay Hall, Box 7530, NCSU
Phone: 919-513-1234
Web: www.ncsu.edu/equal_op

➤ Human Resources

Administrative Services Center, Box 7210, NCSU
Phone: 919-515-4300
Web: www.ncsu.edu/hr

➤ Office of Student Conduct

1115 Pullen Hall, Box 7321, NCSU
Phone: 919-515-2963
Web: www.ncsu.edu/student_affairs/osc

To find out more about how you can report unlawful harassment, visit the OEO website at: www.ncsu.edu/equal_op/harassment.html and review the section "If You Feel Harassed."

This brochure is available in alternate format on request.

Version 8/3/04

Harassment
Discrimination

+

Everyone's Responsibility

NC STATE UNIVERSITY

Harassment & Discrimination Prevention at NC State University



office for **EQUAL**
OPPORTUNITY

It's Simple Math



Harassment + Discrimination

If You Feel Harassed

1. Review your responsibilities as a member of the NC State University community.
2. Let the other party know that the behavior is offensive and unacceptable. Ignoring the behavior may be taken as tacit consent. Say no. Make it clear.
3. Keep a record of dates, places, times, and witnesses of the harassing behavior.
4. Read the policies and procedures regarding harassment and discrimination. See www.ncsu.edu/equal_op/policies.html.
5. Seek advice and be informed about the resolution options available to you.

Resolution options include the following:

Informal: consultation, confrontation, or mediation.

Formal: grievance hearing, student judicial hearing, or an investigation.

See www.ncsu.edu/equal_op/harassment.html for more information about these options, and consult your supervisor, the Office for Equal Opportunity, Human Resources, or the Office of Student Conduct. Please see the back of this brochure for contact information.

6. Assist in creating an environment that is free of all forms of harassment by following the guidelines in this brochure.

= Everyone's Responsibility

Preventing Harassment & Discrimination: Your Responsibilities

The role of all employees and students is to create and maintain a supportive and harassment-free working and learning environment for all members of the NC State University community.

Everyone is responsible for:

- understanding and complying with NC State University harassment and discrimination policies;
- knowing that you are encouraged to seek assistance for resolving concerns from the Office for Equal Opportunity, Human Resources, or the Office of Student Conduct.

Responsibilities of Supervisors & Administrators

Supervisors and administrators are responsible for the above, plus the following:

- responding promptly and adequately to complaints of harassment. You should seek assistance, information, and guidance from the Office for Equal Opportunity, Human Resources, or the Office of Legal Affairs.

Responsibilities of Deans & Unit Heads

Deans and Unit Heads are responsible for the above, plus the following:

- informal complaints, determining if discipline or other action is appropriate.

It's Simple Math



Preventing Harassment & Discrimination: Guidelines

You help prevent harassment when you:

- accept the uniqueness of others;
- understand and modify your biases, beliefs, and behaviors;
- role model appropriate behavior for others;
- respond to concerns when they arise.

You can take these specific actions:

- make an effort to know your co-workers or fellow students;
- use appropriate language and behavior;
- do not talk about sex on the job or in the classroom;
- keep compliments casual and impersonal;
- avoid jokes, words, phrases, and gestures with sexual or racial connotations;
- watch for signs that tell you when you are infringing on the personal space of others;
- avoid making assumptions or comments about an individual's race, religion, sexual orientation, or other group.

If you are uncertain about how others may interpret your behavior, contact the Office for Equal Opportunity at 919-513-1234.