

POLICY MEMORANDUM

No. I-29

Sexual or Racial Harassment

It is the policy of the Missouri University of Science and Technology (Missouri S&T) that sexual or racial harassment in the work place or the educational environment will not be condoned. Any knowledge of such behavior must be promptly reported to the Office of Human Resource Services/Affirmative Action. If a satisfactory informal settlement following the procedures described below cannot be reached, the regular University grievance procedures shall be used.

The following procedures supplement the formal University of Missouri Procedures as outlined in [University of Missouri's Human Resources Manual HR 510](#) and [Missouri S&T Student Manual of Information](#). In the interests of both complainant and accused, all communications and discussions with Equality Aides and the Affirmative Action Officer will be held in strict confidence except as specified in this policy or when to do so would conflict with the best interests of the University.

In the process of implementing this policy, the Chancellor will designate Equality Aides. They will be faculty, staff, and administrators trained by skilled personnel in interview techniques, assessment of harassment/discrimination complaints, and University policies.

I. Informational Contact

- A. The complainant may visit with one of the University's Equality Aides to discuss a problem he or she suspects may be sexual or racial harassment. The Equality Aide may suggest solution methods or send the complainant to visit with the Affirmative Action Officer.

Equality Aides will notify the Affirmative Action Officer of each contact with a complainant.

- B. Alternatively, the complainant may go directly to the Affirmative Action Officer to discuss the problem. Alternative solution methods may be suggested.

II. Informal Resolution Process

- A. If it is determined by the Affirmative Action Officer, based on the Informational Contact, that the behaviors described by the complainant could constitute sexual or racial harassment, the Affirmative Action Officer will decide, in consultation with the complainant, how to contact the accused to further investigate the complaint and to attempt an informal resolution of the complaint.

- B. The accused will be contacted personally or through his or her supervisor. Typically the contact will be made in a timely fashion although delays may occur when deemed to be in the best interest of the complainant.
- C. The Affirmative Action Officer will meet with the individual accused of behavior which could constitute sexual or racial harassment. The Affirmative Action Officer will define the complaint and discuss the implications of sexual or racial harassment. The accused will have the opportunity to explain his or her actions and provide additional information.
- D. The Affirmative Action Officer will propose an informal resolution based on the information obtained in the interviews with the complainant and the accused. This informal resolution will include recommendations from the Affirmative Action Officer to both the complainant and the accused for dealing with behavior which may constitute sexual or racial harassment.
- E. The complainant will be given feedback about the Affirmative Action Officer's contact with the accused.
- F. The Affirmative Action Officer will meet with the complainant for a follow-up visit 2-4 weeks after the attempt at informal resolution is made to see if the unwanted behavior has stopped.

III. Referral to Formal Process

If the complainant reports that the unwanted behavior is still occurring at the time of the follow-up visit, and it is determined by the Affirmative Action Officer that the accused has not followed the recommendations discussed in the Informal Resolution Process, the Affirmative Action Officer will contact the supervisor of the accused and/or encourage the complainant to pursue the formal procedure for dealing with harassment complaints.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Office of Human Resource Services/Affirmative Action

BASIS: University of Missouri Collected Rules and Regulations, [Executive Order No. 20, 3-17-81 \(Rev. 7-1-81 and 9-20-83\), Section 330.060.](#)

John F. Carney III
Chancellor