

GRIEVANCE POLICY

It is the policy of Schiller International University to provide an appropriate grievance policy and procedures to every student. Every campus has an Academic Committee to deal with grievances and questions of misconduct in the academic area and a Rules Committee to deal with grievance questions of misconduct in the social area.

Both Committees provide the student with a procedural due process. This includes adequate notice of the charges against him/her; the right to present his/her case and any supporting evidence; and an impartial decision by the respective committee. In the event that the remedy imposed by the respective committee is exclusion from the University, the student has the right to present his/her case personally to the University Provost, who may confirm the decision of the committee or return the case to the committee for further consideration.

In all other grievance matters, the student may present his/her grievance to the Campus Director if it relates to a Campus issue, to the University Provost if it relates to an academic issue or to the University President if it relates to the Campus Director or the Provost. The Campus Director and/or University Provost will provide the student with an opportunity to present his/her case, present any evidence, and shall, at the student's request, provide a decision in writing.

STATEMENT ON HARASSMENT

Rationale: State and federal laws, both in the US and in Europe, protect employees and students from discrimination and harassment based on certain characteristics, such as race, age, gender (sex), religion, disability and national origin. In its *Guidelines on Discrimination Because of Sex*, the Equal Employment Opportunity Commission states that sexual harassment is an unlawful practice. The purpose of this policy is to unequivocally set forth SIU's position regarding sexual and other forms of illegal harassment, and the procedures to be implemented in order to carry out this policy. SIU prohibits any conduct on a student's part that subjects other students or employees to illegal harassment, including **sexual harassment**.

Definitions: Illegal harassment consists of comments or behaviors that are directed at a person's race, gender, age, disability, religion, national origin, or veteran status. Sexual harassment is defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Policy: SIU's continuing policy is to provide an environment free from any form of illegal harassment. Sexual harassment in any manner or form is expressly prohibited.

Retaliation against anyone exercising a legal right, such as filing a complaint in good faith or providing information during an investigation, is also expressly prohibited, will not be tolerated and will result in disciplinary action, regardless of the disposition of the underlying complaint.

Procedures: A student who feels that he or she has been subjected to sexual or other illegal harassment by fellow students, employees, vendors, visitors, and/or guests should immediately report the incident in writing to the Office of the Provost or Campus Director.

Complaints will be promptly and thoroughly investigated by an appropriate person or persons. Investigations will be designed to protect the reasonable privacy interests of all parties concerned. Disciplinary and corrective action will be taken dependent upon the circumstances and as appropriate.

SIU will not tolerate verbal or physical conduct by any employee or student that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile work environment.

Harassment of any kind will not be tolerated, including harassment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, ability or disability.

All violations of the Student Code of Conduct, which include complaints of harassment, should be brought to the attention of the Office of the Provost or Campus Director immediately.