

THE UNIVERSITY OF SCRANTON

RESOURCES & REPORTING
**Non-Discrimination &
Anti-Harassment Policy**



A reference for students and employees who may have witnessed, experienced or been involved with bias or hate related harassment or discrimination.

Introduction

In the tradition of our Jesuit institution that strives for excellence, The University of Scranton is dedicated to providing a diverse and inclusive, learning, living, and working environment that is free of harassment and discrimination, and is committed to protecting the rights and dignity of all members of the University community and its guests. The University's Non-Discrimination and Anti-Harassment Policy governs these rights and can be found at: scranton.edu/equity-diversity/docs/nondiscrimination-antiharassment-policy.pdf.

Non-Discrimination & Anti-Harassment Policy: Reporting Information, Support & Resources

The University of Scranton is committed to cultivating a diverse and inclusive community in which each person feels a sense of belonging and care through mutual respect and accountability. Respect is necessary for the free exchange of ideas, to share our experiences, to listen to each other, and to debate civilly and constructively. The expression of controversial ideas and differing views is a vital part of University discourse. While this value of openness protects the expression of controversial ideas, it does not support or condone harassment, discrimination, or expression of bias or hate that violates University policy. The University is committed to maintaining an atmosphere in which the rights of every individual are recognized and respected. As such, discrimination or harassment based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law. Federal and State laws require the University to take appropriate steps upon becoming aware of reports of harassment, discrimination, bias and/or hate related to a protected class.



Bias, Hate, Discrimination & Harassment: Definitions

What is a Bias or Hate Motivated Incident?

A bias or hate motivated incident refers to language and/or behaviors which demonstrate bias against persons, actual or perceived, because of, but not limited to: race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law. Bias or hate motivated incidents may not rise to the level of a criminal violation, but they may be hurtful or harassing.

A bias incident may constitute a violation of the University's Policy: scranton.edu/equity-diversity/docs/nondiscrimination-antiharassment-policy.pdf.

What is a Hate Crime?

A hate crime is a criminal act motivated by ill will or hatred towards a victim's race, color, sex, religion, disability, national origin, gender, gender identity or sexual orientation.

What is Discrimination?

The University's Policy defines discrimination as "denial of rights, privileges, participation, programs, and activities generally provided or made available to Scranton employees, students, applicants for employment and admission..., including ...third parties, parties based on an individual's actual or perceived race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity and expression, age, disability, genetic information, national origin, veteran status, or any other status protected by law, that is so severe, persistent, or pervasive that it unreasonably interferes with or limits a student, faculty, staff member, applicant or third party's ability to participate in or benefit from the University's programs, activities or employment. Discrimination may also occur in the granting of a preference or advantage to an individual based on that individual's actual or perceived protected status."

What is Harassment?

The University's Policy defines harassment as the creation of a hostile or intimidating environment, in which conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's life. It can be uninvited or unwelcome verbal, written, visual or physical conduct based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity and expression, age, genetic information, national origin, veteran status, disability, or any other characteristic protected by applicable law when such conduct:



- Ⓐ Has the purpose or effect of unreasonably interfering with an individual's work or educational performance;
- Ⓑ Creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
- Ⓒ Interferes with or limits one's ability to participate in or benefit from an educational program, activity or employment.

Unwelcome verbal or non-verbal communication and/or conduct can occur in person or via text message, e-mail or any form of social media and may include actions, threats, gestures, or words.

What is a Protected Characteristic, Protected Category or Protected Class?

Under the University's Non-Discrimination and Anti-Harassment Policy, these terms mean any individual characteristic of which harassment or discrimination is prohibited by law or policy. These characteristics include but are not limited to: race, color, national origin, religion, ancestry, sex, pregnancy, gender identity and expression, sexual orientation, age, disability, genetic information, national origin, veteran status, or any other characteristic protected by applicable law.

Examples of Bias, Hate, Discrimination or Harassment

Conduct (based on a protected class or category) that may constitute harassment, bias or hate motivated incidents, or discrimination, includes, but is not limited to:

- Epithets, slurs, mocking, disparaging remarks, impressions, jokes, threats, negative stereotyping or other inappropriate communication.
- Threatening, intimidating or hostile acts.
- Assault, battery, other acts of violence, stalking, non-consensual physical touching, physically interfering with, blocking or impeding an individual's normal movement.
- Drawings, pictures, cartoons, doodles, derogatory posters, social media posting, other electronic, paper or media posting, placing, sharing, emailing or disseminating on walls, bulletin boards, email or elsewhere written or other graphic material that shows hostility or aversion to an individual or group.
- Threatening or offensive emails or use of social network site to threaten, harass or offend individuals or groups.



Reporting an Incident

If you witness or experience bias, hate, harassment or discrimination as defined in the Policy, you have several reporting options. It is your decision to participate in a criminal process, the University process, both or neither, if you report.

Report to the University

Harassment, bias, hate or discrimination based on a protected class (i.e. those described in the non-discrimination statement) are prohibited by the University and are violations of policy. In an effort to support individuals as well as the campus community, the reporting options below will initiate a response process by the University. If you wish to speak with someone for confidential support, please see the confidential resources listed in this guide.

- **The Office of Equity & Diversity**

570.941.6645

elizabeth.garcia2@scranton.edu

diana.collins@scranton.edu

- **On-Line Reporting to OED**

scranton.i-sight.com/external-capture

- **Dean of Students Office**

570.941.7680

lauren.rivera@scranton.edu

shannon.murphyfennie@scranton.edu

- **The University of Scranton Police Department**

570.941.7777

- **The Office of Human Resources**

570.941.7767

patricia.tetreault@scranton.edu

brian.loughney2@scranton.edu

- **Online Reporting to UPD**

scranton.edu/silentwitness

Anonymous Reporting should not be used for emergency or crisis situations needing an immediate response.

Report to the Police

Harassment, hate, bias or discrimination related incidents are not only University policy violations but may also be crimes. You are encouraged, but not required, to report these crimes to the police. If you choose, University officials will assist you in contacting the police. Call The University of Scranton Police Department 570.941.7777; or the City of Scranton Police 570.348.4134 or 911 for an emergency.

Who Must Report to OED

Individuals in the following positions or titles, and any and all supervisors or individuals in supervisory positions are mandated to report harassment or discrimination under the Non-Discrimination and Anti-Harassment Policy to the Office of Equity and Diversity:

- The President, Provost, Vice Presidents, Associate Provosts, Deans, Department Chairs, Administrators, Managers, and Supervisors have a mandatory duty to report any actual or perceived incidents or complaints of harassment or discrimination within three (3) business days to the Executive Director or the EEO Coordinator/Investigator.
- All members of the University Community are encouraged to report all incidents of harassment which they witness, are known, or are made aware of by another person, to the Executive Director or the EEO Coordinator/Investigator.

Why Report?

Regardless of whether the identity of a person who engaged harassment, bias, hate or discrimination is known, it is important that all incidents are reported. When you report an incident, you help our community to be a welcoming and inclusive place by:

- Speaking up for inclusion, dignity and respect in our campus community and standing in solidarity with those who experience bias
- Ensuring the University is aware of and able to respond to incidents in a supportive way for individuals and/or the community as a whole while understanding options for accountability
- Helping us to structure campus programming, awareness campaigns, and other projects to target the issues being faced by our community members

What Happens When a Report is Made?

Following the submission of a report involving a harassment, bias, hate or discriminatory incident, you will be contacted by a member of the Office of Equity and Diversity to provide support, discuss options for proceeding in accordance with the Non-Discrimination and Anti-Harassment Policy, and learn about resources.

Interim Measures

Upon receipt of a report, the University will take reasonable and appropriate interim measures to protect the individuals involved and reduce further risk for members of our campus community. Examples of such measures may include, but are not limited to:

- Instituting an Administrative Directive for No-Contact between involved parties
- Limiting an individual's access to certain facilities or activities pending resolution
- Referring to counseling, health services, the Employee Assistance Program, and/or other campus resources
- Providing campus resources
- Altering the housing situation of the reporting or responding party
- Providing academic support services, such as tutoring
- Providing campus escorts
- Issuing interim suspensions pending an investigation and determination
- Any other measure which can be tailored to the involved parties to achieve the goals of the University's policy

Possible Outcomes

Anyone who is found responsible for violating the Non-Discrimination and Anti-Harassment Policy may be assigned one or more administrative and/or developmental sanctions. In determining appropriate sanctions, the University considers the nature of the violation including the impact on the community and its members, the institutional sanctioning guidelines, the responsible party's prior disciplinary history, and the individual needs. Administrative sanctions range from disciplinary warning to expulsion or withholding of degree. Developmental sanctions include, but are not limited to educational activities, fines, restitution, supervised work/service, directives for no contact, mandatory counseling and/or advising.

Support & Resources Related to Bias, Hate & Discrimination

In Case of Emergency

The first priority for any individual is personal safety and well-being. In an emergency situation, the University encourages all individuals to seek immediate assistance from University Police, **570.941.7777**, the City of Scranton Police Department at **911**, and/or a medical facility. This is the best way to address immediate safety concerns while allowing for the preservation of evidence and an immediate investigative response.

If you experience or witness harassment, bias, hate or discrimination,

- Preserve all evidence. Do not clean, move or remove any evidence from the location of the incident.
- Write down the details you can recall about the incident and the assailant including any information related to previous concerning behavior or history.

Confidential Resources

A person who desires confidentiality should make contact with one of the confidential resources/support services listed below. Information shared with a confidential resource does not have to be reported to the University, the Office of Equity and Diversity or law enforcement for investigation unless the individual disclosing the confidential resources later chooses to engage those resources.

- **The University of Scranton Counseling Center** • 570.941.7620, located on the 6th floor of O'Hara Hall, at the corner of Linden St. and Jefferson Ave., provides confidential counseling services to University students from **Monday-Friday 8:30 a.m.– 4:30 p.m.** during the academic year. Upon request, the Counseling Center will provide counseling as well as referrals to agencies off-campus.
- **Student Health Services** • 570.941.7667, located at the corner of North Webster Ave. and Mulberry St. in the Roche Wellness Center, provides confidential medical support and assistance to University students.

Academic Year: Mon-Thurs 8:30 a.m. – 5 p.m. & Friday 8:30 a.m.– 4:30 p.m.

Intersession Hours: Mon-Fri 8:30 a.m. – 4:30 p.m.

Summer Hours: Mon-Fri 8:30 a.m. – 4:30 p.m. (walk-in only).

Appointments can be made online via the Student Health Portal.

- **Employee Assistance Program:** • 1.800.327.2255

NexGenEAP, offers professional counseling services, including confidential counseling in-person or over the phone, for a variety of stressful issues. Member and group numbers may be found by visiting scranton.edu/hr/benefits/employee-assistance-program.shtml

Additional Resources & Support Services — *Private but Not Confidential*

Campus Ministries • 570.941.7419, located in the DeNaples Center, Suite 200, offers pastoral support. Students may stop by the office to schedule an appointment with a priest or campus minister.

Cross Cultural Centers (Jane Kopas Women’s Center and Multicultural Center) • 570.941.6194, located in the DeNaples Center Suites 205F&G, offers a comfortable gathering place and also provides educational programming, leadership development, resources and referrals.

Office of Equity & Diversity • 570.941.6645, is located in the Institute of Molecular Biology and Medicine, Suite 315. The Executive Director and the EEO Coordinator/Investigator are available to discuss any questions regarding the Non-Discrimination and Anti-Harassment Policy, to assist an individual in accessing resources and support services, and to facilitate the investigation and resolution of reports of conduct.

University Police • 570.941.7777, located on level 2 of the Parking Pavilion (corner of Mulberry St. and Monroe Ave.) are available to coordinate with various resources to provide for the safety and well-being of an individual who experienced bias, harassment and discrimination.

Dean of Students Office • 570.941.7680, located in the DeNaples Center, Suite 201, offers support and helps to connect students with additional resources.

Office of Human Resources • 570.941.7767, located in St. Thomas Hall, Suite 100 supports and resources to employees.



Be an Active Bystander

- Notice the situation & be aware of your surroundings
- Interpret it as a problem. Ask, “Do I believe someone needs help?”
- **Feel responsible to act.** Educate yourself on what to do
- **Intervene safely.** Keeping yourself safe while taking action is key. If a situation presents, intervene safely
- **Bring in others to help** when the situation may be potentially dangerous
- **Ask the individual** you are concerned about **if they are ok**
- **Distract or redirect individuals** in unsafe situations
- **Ask the individual if they want to leave**
- Call University Police: **570.941.7777** or Scranton Police: **911**
- **Watch out for others**
- **Diffuse situations** by interrupting, distracting, or redirecting the situation, or get someone else to step in
- **Trust your instincts**



THE UNIVERSITY OF
SCRANTON
A JESUIT UNIVERSITY

The Office of Equity & Diversity

Institute of Molecular Biology & Medicine • 570.941.6645
elizabeth.garcia2@scranton.edu • diana.collins@scranton.edu

Disclaimer: This brochure is for educational and informational purpose only. Members of The University of Scranton community are bound by the terms contained in University's Non-Discrimination and Anti Harassment Policy, at

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scranton.edu/equity-diversity