**Sexual and Racial Harassment Policies**

*Taken From GBHEM 2017 Polices and Guidelines*

**Sexual Harassment Policy**

Students, faculty and employees of the Course of Study come under the jurisdiction of

their own annual conference policies on sexual harassment. However, while the person is at the

Course of Study School the following policy shall also apply.

The Course of Study School is committed by Christian faith to justice for all persons and

does not tolerate any behavior, verbal or physical, by any person associated with the school,

which constitutes sexual harassment against any other person associated with the school. Any

person of the Course of Study School community who believes that he or she has been subjected

to sexual harassment should immediately report the situation to the Director of the Course of

Study School. When reporting a complaint, the individual should be prepared to furnish accurate

information (i.e., date, name and facts). All such complaints will be treated in a confidential

manner to the extent feasible, while permitting the school to investigate the complaint thoroughly

and to take appropriate action.

The school expects the cooperation of all members of the school community with respect

to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation, that a

member of the school community has violated this policy, he or she will be subject to

appropriate disciplinary action up to and including suspension or termination from the school. In

addition, a full report will be made to that person’s annual conference or judicatory body.

*Definition of sexual harassment****¹:***

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical

conduct of a sexual nature constitute sexual harassment when

1. submission to such conduct is made, either explicitly or implicitly, a term of condition of

an individual’s employment *or academic standing; or*

2. submission to or rejection of such conduct by an individual is used as the basis for

employment *or academic standing* decisions affecting such an individual; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual’s

work *or study* performance or creating an intimidating hostile, or offensive working *or*

*studying* environment.”

¹The U.S. Equal Employment Opportunity Commission Section 1604.11 of Title 29. Italicized

words are added for the academic environment at the Course of Study School.

***Procedures***

The Course of Study School is committed to using the process outlined below to deal

with allegations of sexual harassment within the school community. A sexual harassment

allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must

submit a written description of the incident to the Director.

Allegations are thoroughly investigated by the Sexual Harassment Committee which is

composed of the Director and two members of the faculty chosen by the faculty. The

investigation shall include a meeting with the person alleged to have engaged in harassment. The

accused and/or the complainant may bring a trusted colleague (other than an attorney),

committed to maintaining confidentiality, with him/her to such a meeting.

If the Sexual Harassment Committee decides inappropriate behavior has occurred, after

completing the investigation, the Director takes appropriate disciplinary and/or other action

related to the accused person’s participation in the Course of Study School on that campus. In

addition, the Director will inform the accused person’s annual conference or judicatory body of

the action taken.

Those called to investigate the allegations take appropriate steps to ensure that a person

who in good faith brings forth a complaint of sexual harassment will not be subjected to

retaliation. The Course of Study School also takes steps to ensure that a person against whom

such a complaint is brought is treated appropriately and has adequate opportunity to respond to

such accusations.

The complainant and the person complained against are notified of the disposition of the

complaint. If the disposition involves any ongoing process, the Director keeps the complainant

informed until the process is completed.

***Appeal Process***

If the accuser or the accused is not satisfied with the action taken by the Course of Study

School, s/he may express such dissatisfaction in writing to the Director of Board of Ordained

Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and

Ministry within 15 days after receiving the notification of the disposition of the complaint.

***Confidentiality***

Every effort will be made to ensure confidentiality to the extent feasible while permitting

the Course of Study School to investigate the complaint thoroughly and to take appropriate

action.

The Course of Study School will not tolerate retaliation against any member of the school

community who complains of sexual harassment.

***Explanatory Notes***

If a person alleged to have engaged in sexual harassment is the Director, then the person

bringing the complaint shall notify either one or both faculty members who serve on the Sexual

Harassment Committee. The two faculty members shall ask the president of the seminary at the

host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment

Committee and to function as the Director in the process outlined above.

**Racial Harassment Policy**

Persons enrolled in the Course of Study come under the jurisdiction of their own annual

conference policies on racial harassment. However, while the person is in the Course of Study

School the following policy shall also apply.

The Course of Study School is committed by Christian faith for justice for all persons and

does not tolerate any behavior, verbal or physical, by any person associated with the school,

which constitutes racial harassment against any other person associated with the school. Any

person of the Course of Study School community who believes that he or she has been subjected

to racial harassment should immediately report the situation to the Director of the Course of

Study School. When reporting a complaint, the individual should be prepared to furnish accurate

information (i.e., date, name and facts). All such complaints will be treated in a confidential

manner to the extent feasible, while permitting the school to investigate the complaint thoroughly

and to take appropriate action.

The school expects the cooperation of all members of the school community with respect

to avoiding such harassment.

The school will investigate all complaints. If it is determined after an investigation that a

member of the school community has violated this policy, he or she will be subject to

appropriate disciplinary action up to an including suspension or termination from the school. In

addition, a full report will be made to that person’s annual conference or judicatory body.

***Definition of Racial Harassment***

Any conduct directed against a person with the effect of insulting, degrading or abusing

him/her because of his/her racial background.

***Procedures***

The Course of Study School is committed to using the process outlined below to deal

with allegations of racial harassment within the school community. A racial harassment

allegation may be resolved on an informal basis.

Any member of the school community who wishes to make a formal complaint, must

submit a written description of the incident to the Director.

Allegations are thoroughly investigated by a Racial Harassment Committee composed of

the Director and two members of the faculty. The investigation shall include a meeting with the

person alleged to have engaged in the harassment. The accused and/or the complainant may

bring a trusted colleague (other than an attorney), committed to maintaining confidentiality, with

him/her to such a meeting.

If the Racial Harassment Committee decides inappropriate behavior has occurred, after

completing the investigation, the Director takes appropriate disciplinary and/or other action

related to the accused person’s participation in the Course of Study School on that campus. In

addition, the Director will inform the accused person’s annual conference or judicatory body of

the action taken.

The Course of Study School takes steps to ensure that a person against whom such a

complaint is brought is treated appropriately and has adequate opportunity to respond to such

accusations.

The complainant and the person complained against are notified of the disposition of the

complaint. If the disposition involves any ongoing process the Director keeps the complainant

informed until the process is complete.

***Appeal Process***

If the accuser or the accused is not satisfied with the action taken by the Course of Study

School, s/he may express such dissatisfaction, in writing to the Director of Board of Ordained

Ministry Relations, Division of Ordained Ministry, General Board of Higher Education and

Ministry, within 15 days after receiving notification of the disposition of the complaint.

***Confidentiality***

Every effort will be made to ensure confidentiality to the extent feasible, while permitting

the school to investigate the complaint thoroughly and to take appropriate action.

The school will not tolerate retaliation against any member of the school community who

complains of racial harassment.

***Explanatory Notes***

If the person alleged to have engaged in racial harassment is the Director, then the person

bringing the complaint shall notify one or two faculty members who serve on the Racial

Harassment Committee. The two faculty members shall ask the president of the seminary at the

host school to appoint an administrative officer to serve as chairperson of the Sexual Harassment

Committee and to function as the Director in the process outlined above.