

# P O L I C I E S

## Policy Prohibiting Harassment

Sacred Heart Major Seminary does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, age, unrelated physical or mental handicaps, or veteran status in violation of applicable law (see NCA, Statement on Access, Equity, and Diversity, 1991) "insofar as such practices do not conflict with doctrine or ecclesiastical polity" (ATS, Standards 24).

Respect for the dignity and worth of each individual is a basic tenet of Sacred Heart Major Seminary. It is the policy of the seminary to make every effort to provide an educational environment, as well as a work environment free from all forms of discriminatory practices, including sexual and other forms of illegal harassment. Such harassment will not be tolerated by the seminary.

This policy applies to the actions of all faculty, staff, students, visitors, and others who may provide services or do business with the seminary. All individuals who have contact with the seminary will be held to standards of conduct that ensure that the seminary is free from illegal harassment.

"Sexual harassment" refers to any unwelcome sexual attention, sexual advances, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

submission to or rejection of such conduct or communication is made either explicitly or implicitly a term or condition of the individual's work or academic relationship with the seminary; or

submission to or rejection of such conduct or communication is used as the basis for decisions affecting such individual's work or academic relationship with the seminary; or

such conduct or communication has the purpose or effect of unreasonably interfering with such individual's work or academic or work performance or has the purpose or effect of creating an intimidating hostile or offensive work or academic environment.

Examples of sexual harassment include, but are not limited to, threatening adverse action if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwelcome sexual advances; unnecessary physical contact; offensive remarks, including unwelcome comments about appearance; obscene jokes or other inappropriate use of sexually explicit or offensive language and the display of sexually suggestive objects or pictures.

"Other forms of harassment" refers to any

verbal or physical conduct or communication that shows hostility or aversion toward another because of his/her race, gender, national origin, or other legally protected status when such conduct or communication has the purpose or effect of:

unreasonably interfering with or adversely affecting the individual's work or academic performance; or

creating an intimidating, hostile or offensive work or academic environment.

Examples of such harassment include, but are not limited to, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, gender, national origin, etc., and written material that is posted or displayed at the seminary that shows hostility or aversion toward another because of race, gender, national origin, etc.

Harassment may also include conduct or communication by visitors, vendors, or others who do business with the seminary when such conduct or communication is condoned by the seminary.

Any individual who feels that he or she has been subject to harassment should immediately notify the Title IX Officer. The seminary will investigate all reports of harassment in as prompt and confidential a manner as possible and take appropriate corrective action when warranted.

Any individual who is determined to have engaged in harassment in violation of this policy will be subject to appropriate corrective action, up to and including termination of employment or work relationship with the seminary or exclusion from attending school at the seminary.

Retaliation, in any form, against an individual who makes a report or who cooperates in an investigation of alleged harassment under this policy is also prohibited. Any individual who is determined to have retaliated against another will be subject to appropriate corrective action, up to and including termination of employment or work relationship with the seminary or exclusion from attending school at the seminary.

The Rector/President appoints a faculty member as Title IX Officer of SHMS.

## Drug-free Workplace Policy

SHMS is a drug-free workplace. This means:

The unlawful distribution, manufacture, dispensing, possession, or use of a controlled substance is prohibited in this workplace. Any employee violating this prohibition will be subject to immediate warning or other steps as necessary to maintain a drug-free workplace. These

steps may include requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement or other appropriate agency; or taking appropriate action, up to and including termination, consistent with the Rehabilitation Act of 1973, as amended.

Any employee convicted of a violation of a criminal drug statute occurring in the workplace must notify the employer no later than five calendar days after such conviction.

In addition, any student involved in the manufacture, distribution, dispensing, possession, or use of a controlled substance may be disqualified from receiving federal financial aid funds.

The institutional agents monitoring the seminary's compliance with this policy are the Building Administrator and the Business Manager.

## Smoke-free Building Policy

The public areas of the building will be "non-smoking" except for the areas that are designated for smoking. This would include in the "main quad" areas (not the residence halls) all hallways, classrooms, meeting rooms, and bathrooms on the ground and first floors. The gymnasium and attached hallway along with the auditorium and its attached hallway would also be smoke-free. The Archdiocesan Development Offices, Vocations Office, and adjoining hallways and bathrooms will be smoke-free as well. The dining room, libraries, and the hospitality area outside the Cardinal Szoka Library are also smoke-free areas.

This policy will also extend to any construction workers working in the building, visitors to the building, event attendees, etc.

The current commuter lounge is a non-smoking area.

Room 115 is designated as the smoking lounge.



**SACRED HEART  
MAJOR SEMINARY**

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