

- b. Prior to rendering a written decision, the President, at his/her sole discretion, may hold a conference with the Grievant, the persons alleged to have participated in the misconduct, and any witnesses.
- c. Within 5 work days from receipt of an appeal from a Step Two Decision, the President shall issue a written decision as to the facts which occurred, whether the conduct occurred constitutes inappropriate, unlawful or unauthorized behavior by a Coppin staff or faculty member and what discipline by Coppin, if any, shall be imposed. The decision of the President shall be the final decision.

**POLICY PROHIBITING
SEXUAL HARASSMENT AND
PROCEDURES FOR COMPLAINTS OF
SEXUAL HARASSMENT**

PRESIDENT'S STATEMENT

One would hope that by this time in our society a document such as this would not be necessary; unfortunately, it is. In too many places - in too many offices, factories, and stores - here in Baltimore, in Maryland, and across this country, women are still being discriminated against in hiring and promotion and still being harassed in the work place, still being forced to listen to someone's poor idea of a joke or tolerate someone's sexually suggestive remarks. But such behavior does not affect only women; men, too, may be and have been subjected to sexual harassment. Whoever is the recipient, the behavior is reprehensible in any work place, and it demeans the employer-employee relationship and degrades the worker seeking to find dignity in labor and reward for work done. In the University community, sexual harassment corrupts the teacher-student relationship, the very essence of the institution's being, and degrades the student seeking intellectual growth in learning and recognition for academic achievement. Wherever it occurs, sexual harassment diminishes the human worth not only of the victim but also of the perpetrator. Let us all resolve to eliminate it from our lives both on and off this campus.

I. INTRODUCTION

Sexual harassment by any member of the University community is expressly prohibited. The Coppin State University - Policy Prohibiting Sexual Harassment, are available in each Departmental office, and on reserve at the University's Library.

As set forth in the Policy, both informal and formal procedures for resolving a complaint of sexual harassment are available for use by employees, students, faculty and volunteers of Coppin State University. Students include, full, part-time and students who are currently enrolled at Coppin State University. For purposes of these procedures, the Complainant is the person filing the Complaint. The Respondent is the person who is accused of violating this policy.

II. POLICY

Sexual harassment is a form of illegal gender discrimination. Sexual harassment is an infringement on an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. Sexual harassment by Coppin faculty, staff, and students is expressly prohibited. Coppin State University is committed to maintaining a working and academic environment in which faculty, staff, and students

can develop intellectually and professionally, free from intimidation, fear, coercion and reprisal.

Sexual harassment may take many forms, ranging from leering and lewd comments and gestures, to unwanted touching, and rape. Sexual harassment occurs when unwelcome sexual advances or unwelcome requests for sexual favors are demanded in exchange for grades/promotions/favorable reports/or other benefits. Sexual harassment may occur between persons of the same or different genders.

In order to deter sexual harassment at Coppin and to impose sanctions when it occurs, a policy applicable to sexual harassment is in effect. In determining whether alleged conduct constitutes sexual harassment, Coppin will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from all of the facts, on a case by case basis. In assessing whether a particular act constitutes sexual harassment forbidden under this policy, the standard shall be the perspective of a reasonable person within the Coppin community. The rules of common sense and reason shall prevail.

Sanctions against Coppin faculty and staff for sexual harassment may range from reprimand to termination, depending on the severity of the conduct and the circumstances of the particular case. Likewise, sanctions against Coppin students for sexual harassment may include suspension or expulsion from Coppin programs.

Allegations of sexual harassment are extremely serious, with potential for great harm to all persons if ill-conceived or without foundation. Coppin is committed to protecting the rights of the alleged harasser as well as the complainant. Coppin is also committed to protecting the subject of sexual harassment from retaliation.

Retaliation by University faculty, staff and students against a person who makes a complaint of sexual harassment, supports a complaint of sexual harassment or testifies during an investigation of a complaint of sexual harassment is expressly prohibited. If an individual is found to have engaged in retaliation in violation of this Policy, he or she will be subject to disciplinary action. Any individual who has been a victim of sexual harassment or retaliation shall immediately report such conduct to the Director of Affirmative Action.

III. DEFINITION

For the purpose of this policy, Coppin adapts to the academic setting the sexual harassment definition promulgated by the United States Equal Employment Opportunity Commission (29 C.F.R. 1604). Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by Coppin or an individual's participation in a Coppin program; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment at the University.

IV. LEGAL REMEDIES

Sexual harassment is defined in this policy as an illegal form of gender discrimination. Sexual harassment is prohibited by both State and Federal laws, and may constitute violations of the criminal and civil laws of Maryland and the United States. Complaints of sexual harassment may be processed internally through informal or formal procedures. Complaints may also be processed externally by the U.S. Equal Employment Opportunity Commission, the U. S. Department of Education, (Office for Civil Rights), and the Maryland Commission on Human Relations.

A. INFORMAL PROCEDURES FOR RESOLVING COMPLAINTS OF SEXUAL HARASSMENT

A complaint of an incident of sexual harassment may be reported to any Coppin State staff or faculty member, including the complainant's supervisor, department/division Head, Dean, or any other University administrator. Any Coppin employee who receives a report of sexual harassment must immediately notify the Director of Affirmative Action of the Complaint. The Director of Affirmative Action shall promptly contact

and inform the Complainant of the University's Policy prohibiting sexual harassment and of the informal and formal procedures available to resolve a complaint of sexual harassment. Complainants, Respondents, witnesses and all persons involved in making, investigating, or resolving a complaint of sexual harassment shall use their best efforts to keep confidential all information relating to a complaint.

Upon receipt of a complaint of sexual harassment, the Director of Affirmative Action shall within one (1) week conduct a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as consultation with the University's attorney. While a complaint signed by the Complainant is not required to initiate an investigation, the Complainant is strongly encouraged to file a written and signed complaint with the Director of Affirmative Action.

After the conclusion of the investigation, the Director of Affirmative Action will make reasonable efforts to informally resolve the complaint to the satisfaction of the University, the Complainant, and the Respondent.

B. FORMAL PROCEDURES FOR FILING A COMPLAINT OF SEXUAL HARASSMENT

1. FILING A COMPLAINT

A person wishing to process a complaint of sexual harassment through formal procedures shall file his or her complaint in writing within thirty (30) days following the alleged incident(s) or within 30 days following the date on which the Complainant knew or reasonably should have known of the alleged sexual harassment. The Director of Affirmative Action is currently located in the Human Resources Department, Miles Connor Administration Building, second floor. The complaint shall be signed by the Complainant and State. (1) the allegations, including when and where the alleged conduct occurred; (2) the names of the person(s) alleged to have **violated** the policy; (3) the names of any witnesses to the violation; and (4) the relief requested. The Respondent shall be promptly furnished with a copy of the Complaint by the Director of Affirmative Action and shall submit to the Director of Affirmative Action a written response to the allegations within ten (10) days upon receipt of the Complaint.

Upon receipt of a formal Complaint of sexual harassment, the Director of Affirmative Action shall immediately consult the University's attorney prior to taking any action to investigate or resolve the Complaint. The Director

of Affirmative Action shall within fifteen (15) days of receipt of a formal Complaint conduct and conclude a confidential investigation which will include a discussion with the Complainant, the Respondent and any witnesses as well as the collection of all relevant documents.

Within five (5) days from the conclusion of the investigation, the Director of Affirmative Action shall mail to the Complainant and the Respondent a written decision setting forth; (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment and a violation of the University's Policy prohibiting sexual harassment, and (c) what discipline if any, has been recommended. Recommended disciplinary action may include, but is not limited to, a letter of reprimand, instruction to draft a letter of apology, demotion, termination of employment, or expulsion from the University. The decision shall include a statement of the Complainant's and the Respondent's appeal rights.

2. FILING AN APPEAL

The Complainant or Respondent may appeal the decision of the Director of Affirmative Action by filing a written appeal with the President of Coppin State University within five (5) days of the date of receipt of the written decision and the disciplinary recommendations(s) of the Director of Affirmative Action. The person taking the appeal shall be the Appellant. The Director of Affirmative Action shall be the Appellee.

Upon receipt of the Appeal, the President shall appoint an Appeals Committee consisting of three (3) members from the Sexual Harassment Panel. No member of the Appeals Committee may have served as an investigator, witness, or party to the sexual harassment Complaint.

The Appeals Committee shall conduct within fifteen (15) days of receipt of the Appeal a hearing to determine whether the facts alleged occurred and whether the conduct which occurred constitutes sexual harassment prohibited by the University. The Appellant and Appellee shall present opening and closing statements, call and cross-examine witnesses, and introduce documentary evidence. The Committee members may question witnesses and exclude non-probative and unduly repetitious testimony.

Within ten (10) days following the conclusion of the hearing, the Appeals Committee shall submit to the President a written report containing (a) a statement of the facts which occurred, (b) whether the conduct which occurred constitutes sexual harassment which is a violation of the

University's policy prohibiting sexual harassment, and (c) a recommendation for disciplinary action, if any. Within five (5) days of the receipt of the report, the President shall issue a final decision which will be binding on all parties. The final decision will be mailed to the Appellant, the Appellee and the members of the Appeals Committee.

EXTERNAL FILING PROCEDURES

Should a Complainant wish to file a formal complaint with an external agency, he or she may do so with one of the following agencies:

Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507

Equal Employment Opportunity Commission
10 South Howard Street, 3rd Floor
Baltimore, MD 21201

Maryland Commission of Human Relations
20 East Franklin Street
Baltimore, MD 21202

United State Department of Education
Office for Civil Rights
3535 Market Street, Room #6300
Philadelphia, PA 19104-3326

To protect the legal rights and remedies available to a Complainant through external agencies, Federal courts and/or state courts, a person filing a complaint of sexual harassment must comply with certain time limits and deadlines. Therefore, a person wishing to file a complaint with an external agency must contact that agency to verify time periods for filing complaints.

POLICIES -ALCOHOL, DRUGS, AND SMOKING

ALCOHOL

Maryland State Law is enforced in all facilities and on the campus. Alcohol may not be possessed or consumed by anyone. No alcohol is allowed. This is a dry (non-alcohol) campus.

DRUGS

The use, cultivation, manufacture, sale, distribution and/or possession of drugs or controlled substances in violation of Federal, State, or Local law are prohibited by the University.

SMOKING

Coppin State University is a smoke-free campus. Smoking is not permitted in any facility. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco, or using snuff, in any existing building.

TRADITIONS AT COPPIN STATE UNIVERSITY

ALMA MATER ("HAIL TO THEE, COPPIN")

Hail to thee, Coppin, Our alma mater true,
We raise our song to thee with hearts anew;
Thy name has been our pride,
Thy light has been our guide,
Leading us ever on
Through all the years.

Hail to thee, Coppin, our alma mater true,
Emblem of light and love, our gold and blue
Here at thy shrine we bow,
Gladly to make our vow
That we shall always stand
Loyal to thee.

HOMEcoming

A gala occasion celebrated one weekend in February each year. There is a full week of events that culminate with the homecoming Cabaret. One of the big events of the spring semester.

MISS and MISTER COPPIN PAGEANT

The Miss and Mister Coppin pageant is an annual event held the first week in December. The coronation for Miss and Mister Coppin is held annually during Homecoming Week.

COLORS/MASCOT

School Colors –Old Gold and Reflex Blue