

APPENDIX F



ABRIDGED COMPILATION OF UNIVERSITY POLICIES

Drug-Free Environment

Andrews University is committed to a learning environment that supports the fullest possible human development. To achieve this goal the University holds that a drug-free lifestyle is essential and thus maintains policies that seek an alcohol-free, tobacco-free, and drug-free campus environment.

Andrews University intends to maintain a drug-free workplace in harmony with the laws of the land. The unlawful manufacture, distribution, dispensing, or use of controlled substances by its employees--whether faculty, staff, or students--is prohibited. Andrews University so certifies as an institution to the federal government in its external funding contracts and grants. Further, the University expects any person employed by the University who receives federal or state funding as an individual to certify that he/she will not engage in the unlawful manufacture, distribution, possession, or use of a controlled substance while associated with the University.

The University believes it also has a responsibility to offer and provide assistance to employees who are chemically addicted and wish to live a drug-free life.

Non-Discrimination and Harassment (Including Sexual Harassment)

Andrews University provides an educational and employment environment free from all forms of intimidation, hostility, offensive behavior, and discrimination including sexual harassment. Such discrimination or harassment may take the form of unwarranted verbal or physical conduct or verbal or written derogatory or discriminatory statements which may result in decisions affecting status, promotions, raises, favorable work assignments, recommendations, class assignments, or grades. Such behavior or tolerance of such behavior on the part of an administrator, supervisor, faculty, or staff member violates the University's policy and may result in disciplinary action including termination. The conduct herein described is both contrary to University policy and Seventh-day Adventist Christian beliefs and practice and may be illegal under both state and federal law.

The United States Equal Employment Opportunity Commission defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

working environment

The State of Michigan defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment; public accommodations; or public services, education, or housing
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting this individual's employment; public accommodations; or public services, education, or housing
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment; public accommodations; or public services, education, or housing or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment

An employee (including a student employee) who believes that he/she has been subject to discrimination or harassment should report the conduct to his/her immediate supervisor. In the event that the supervisor is the aggrieved party he/she should report the conduct to the next higher responsible party. If necessary, the employee grievance procedure should be utilized.

A student who believes that he/she has been discriminated against or harassed should report the conduct to the department chair to which the teacher is assigned. If the chair is the aggrieved party, the student should report the conduct to the dean of the college in which he/she is enrolled.

Rationale:

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the University's mission and threatens the careers, educational experience, and well-being of students, faculty, employees, and patients. Relationships involving sexual harassment or discrimination have no place within the University. In both obvious and subtle ways the possibility of sexual harassment is destructive to individual students, faculty, employees, and the University community as a whole. When through fear of reprisal a student, faculty member, or employee submits or is pressured to submit to inappropriate sexual attention, the University's ability to carry out its mission is undermined.

Sexual harassment is especially serious when it threatens relationships between teacher and student or supervisor and subordinate. In such situations sexual harassment exploits the power inherent in a faculty member or supervisor's position. Through grades, wage

increases, clinical priority, and the like a person in a position of power can have a decisive influence on the future of the student, faculty member, or employee.

While sexual harassment most often takes place in situations of a power differential between the persons involved the University also recognizes that sexual harassment may occur between persons of the same University status. The University will not tolerate behavior between or among members of the University community which creates an unacceptable educational or working environment.

Prohibited Acts:

No member of the University shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as inappropriate sexual advances such as requests for sexual favors or other verbal or physical conduct of a sexual nature. Harassment is considered to have occurred if:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity
2. Submission to or rejection of such conduct is used as a basis for an educational or employment decision affecting an individual

Examples of Sexual Harassment:

Sexual harassment encompasses any unwanted or inappropriate sexual attention. Examples of the verbal or physical conduct as prohibited by the above section but are not limited to:

1. Physical assault
2. Direct or implied threats that submission to sexual advances will be a condition of grades, letters of recommendation, employment, promotion, or therapy
3. Direct propositions of a sexual nature
4. Subtle pressures for sexual activity
5. A pattern of conduct not legitimately related to the educational or work context intended to discomfort and/or humiliate that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes
6. A pattern of conduct that would discomfort and/or humiliate a person at whom the conduct was directed that includes unnecessary touching, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; or remarks about sexual activity or speculations about previous sexual experience

Isolated and Inadvertent Offenses:

Members of the University community who, without establishing a pattern of doing so, engage in isolated conduct of the kind described above or who exhibit a pattern of engaging in such conduct but fail to realize that their actions discomfort or humiliate demonstrate insensitivity that necessitates remedial measures.

When University administrators become aware that such activities are occurring in their areas, they should direct that those engaged in such conduct undertake an educational program designed to help them understand the harm they are doing.

If after participating in the educational program or failing to participate after being directed to do so a person continues to engage in the conduct described above, he/she will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

Procedures:

Because of the sensitive nature of situations involving sexual harassment and to assure speedy and confidential resolution of these issues the University has established informal mediation procedures and formal grievance procedures for handling complaints involving sexual harassment. A description of these procedures is located in the Student Handbook.

Disabled Students

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination based on a student's disability which may include a variety of medical, psychological, or emotional conditions. The University is required to make reasonable accommodations to that condition for an otherwise eligible student. It is important, however, to remember that certain placements may not be available, but the University will make every effort to successfully place every student.

Students may appreciate the importance of being free of criminal convictions, substance abuse, and other similar conditions in order to be successfully placed as an intern.