



## HARASSMENT

It is the policy of New Mexico Tech that all employees be able to enjoy a work environment that is free of discrimination and harassment. Harassment of any kind creates an intimidating, hostile and offensive work environment that destroys working relationships and productivity. Harassment refers to behavior that is personally offensive, impairs morale, or interferes with the ability of employees to perform well. Any harassment of an employee or employees by any other employee or employees cannot be tolerated. This policy refers to but is not limited to harassment due to age, race, color, national origin, ancestry, religion, sex, physical or mental disability, medical condition, or veteran status. Harassment includes unsolicited or pictures degrading either to gender or to racial, religious, or ethnic groups. Sexual Harassment includes sexual advances, request for sexual favors, and other conduct that is sexual and offensive. Employees who engage in any of these activities are subject to a disciplinary action that could result in the termination of employment.

Individuals who believe that they have been subjected to harassment should make it clear that such behavior is offensive to them and should not continue. If the offensive behavior does continue, it should be brought to the attention of the employee's supervisor, Director of Affirmative Action and Compliance, the Director of Human Resources or another appropriate manager. Any manager or supervisor made aware of such a harassment incident must promptly inform the Affirmative Action and Compliance Office and the Human Resources Office of such incidents. The Affirmative Action Office will investigate all harassment complaints.

Managers and supervisors are expected to halt any harassment of which they become aware by restating the policy and, when necessary, by more direct disciplinary action.

The above policy has been explained to me, and I have had the opportunity to ask questions about the policy.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_