

HARASSMENT POLICY

The Field Education Office encloses the MTSO sexual and racial harassment policy. Should harassment occur in a Field Education setting, please report it to the Field Education Director immediately. The Director will have access to judicatory/denominational policies and will be available for support and advice on how to respond.

The racial, sexual grievance procedure is applicable to all students, faculty and staff of the Methodist Theological School in Ohio. Racism and sexism in its subtle and overt manifestation is contrary to our spirit of inclusiveness and will not be tolerated. Therefore, everyone of the MTSO community has the opportunity to defend their personhood through this grievance procedure. Its primary objective is Christian justice and reconciliation.

1. MTSO will not condone nor tolerate harassment among members of the MTSO community, including, but not limited to, racial and/or sexual harassment. All words and actions which harm by coercion or ridicule are unacceptable in this community. Specifically, sexual and racial harassment are cause for redress of grievance.
2. Sexual harassment is behavior that inhibits engaging in one's tasks through unwelcome and repeated or coercive sexual advances or through verbal and/or physical abuse based on sex. Racial harassment is defined as prejudicial words and conduct that seeks to diminish, demean, or limit another on the basis of race. In both cases our intent is to establish an environment in which persons can engage in their tasks free of fear. Intimidation and coercion of persons on basis of sex and/or race is cause for serious concern and, if clearly demonstrated to the satisfaction of School authorities, could result in punitive action.
3. Members of the MTSO community are expected to discipline their verbal and physical expression in interpersonal relationships to avoid the appearance of questionable motivation or disregard for individual sensitivities.
4. Many problems involving members of the campus community can be solved by calling the responsible person's attention to the problem, either in person or in writing. However, if this has been tried and the offensive behavior continues, or if the aggrieved person feels that dealing directly with the alleged offending party is inappropriate, the aggrieved person should explain the situation to the Academic Dean. This aggrieved person may be accompanied by a supportive person, other than an attorney. The Academic Dean will then investigate the complaint and seek to determine the alleged cause of the grievance. This process may result in a solution to the problem satisfactory to both parties involved. If this is not the case and there is sufficient evidence of harassment, the Academic Dean will take disciplinary action. If the Academic Dean decides there is not sufficient evidence, the Academic Dean will inform both parties of this decision. The Academic Dean's decision may be appealed to the President by either person.
5. Every effort will be made to treat a complaint in a confidential manner, seeking to ensure there is no retaliation or intimidation toward the person(s) making the complaint or those persons serving as witnesses.

6. All Field Education students are required to have completed the *Preventing Workplace Harassment* online module on the United Educators website. Copies of the completed certificate must be printed and delivered to Barb Smigelski in the Dean's office and Karen Gee in the Field Education office prior to the start of Field Education.