# Table of Contents

We are Michigan Technological University ........................................ 2
Prohibited Behaviors/Title IX ......................................................... 3
Gender Discrimination ................................................................. 8
Race, Color, and National Origin Discrimination ......................... 9
Disability Discrimination ............................................................. 11
Accommodations for Students ....................................................... 12
Accommodations for Employees .................................................... 12
Discrimination Based on Sexual Orientation .............................. 14
Discrimination Based on Gender Identity and Gender Expression .... 15
Age Discrimination ................................................................. 17
Religious Discrimination ............................................................ 18
Discrimination Based on Veteran Status .................................. 19
Discrimination Based on Height and Weight ............................... 20
Discrimination Based on Marital Status .................................. 21
Discrimination Based on Genetic Information ......................... 21
More Information about Hostile Environment ......................... 24
What Should You Do if You Feel that You Have Been Subjected to Discrimination or Harassment? ..................... 25
Hate Crimes and Bias-Related Incidents .................................. 26
Retaliation .................................................................................. 27
Faculty-Student and Employee-Student Relationships ............... 28
Resources .................................................................................. 31
We are Michigan Technological University.
In keeping with its responsibilities as an educational institution, Michigan Technological University is committed to a policy of affording equal opportunity to all of its employees, students, applicants for employment, and applicants for admission without regard to race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. The University is also committed to a policy of educating and employing disabled individuals and veterans without discrimination. These policies are to be implemented with due regard for the relative qualifications of all involved. (Board of Control)

At Michigan Tech, we are committed to sustaining everyone’s dignity. We prohibit discrimination and harassment. We celebrate the exchange of ideas and individual differences. The myriad backgrounds of our students, faculty, and staff are a great benefit, and we all grow from the diverse perspectives that are enriched by each person’s culture. For many of us, our experience at Michigan Tech is the first time we have interacted with someone from another race, culture, and/or background. Through these experiences, we can teach future generations the importance of understanding and valuing every individual’s opinions and experiences. This creates and sustains an environment that is inclusive and respectful.

We must all work together to make this happen. We are all responsible for treating one another with dignity and respect. The desire to seek knowledge and understanding is what unites everyone at Michigan Tech. It is this desire that helps us understand and appreciate different points of view and beliefs. This brochure describes the various forms of discrimination and harassment prohibited by University policy and federal and state law. It also provides information about resources for those who believe they have been subjected to discrimination and harassment, and those who would like to learn more about discrimination and harassment and how to prevent them.

Together, we can build and preserve a respectful and inclusive atmosphere that provides the support and opportunity to help everyone at Tech succeed.
The EEO Statement
Michigan Tech uses the following statement on all off-campus communications, reinforcing our commitment to the aforementioned Board of Control policy.

*Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.*

Prohibited Behaviors

**Title IX, Education Amendments of 1972**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. It states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, dating violence, domestic violence, stalking, sexual assault, sexual battery, and sexual coercion.

See detailed information on Title IX: [www.mtu.edu/equity/need-know/title-ix](http://www.mtu.edu/equity/need-know/title-ix).

**Sexual Harassment**

Sexual harassment is defined by law and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These constitute harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a University activity; (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s employment, education, living environment, or participation in a University activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a University activity. The University considers such behavior, whether physical or verbal, to be a breach of
its standards of conduct and will seek to prevent such incidents and take corrective action when sexual harassment occurs.

Generally speaking, there are two types of sexual harassment, “quid pro quo” and hostile environment.

**Quid Pro Quo Sexual Harassment**
Quid pro quo (meaning “this for that”) sexual harassment occurs when it is stated or implied that an academic or employment decision about a student or employee depends upon whether the student or employee submits to conduct of a sexual nature. (See Conduct of a Sexual Nature section, page 5.) Quid pro quo sexual harassment also occurs when it is stated or implied that an individual must submit to conduct of a sexual nature in order to participate in a University program or activity.

The University prohibits discrimination and harassment in all its programs and activities. **University programs and activities** (see also: www.mtu.edu/equity/faq/university-program) may include, but are not limited to, employment, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, recreation, and athletics. So, for example, if an employee is made to believe that a promotion is likely if the employee dates the employee’s supervisor, the employee is possibly being subjected to quid pro quo sexual harassment.

**Hostile Environment Sexual Harassment**
A sexually harassing hostile environment occurs when unwelcome conduct of a sexual nature (see examples, below) creates an intimidating, threatening or abusive working or learning environment or is so severe, persistent, or pervasive that it affects a person’s ability to participate in or benefit from a University program or activity.

While a person engaging in harassing behavior most often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. For example, a supervisee can sexually harass a supervisor, or a student can sexually harass a faculty member.

To determine whether a hostile environment exists, the University examines the context, nature, scope, frequency, duration, and location
of incidents, as well as the identity, number, and relationships of persons involved. Another factor in determining if a hostile environment exists is whether, on balance, the harassing conduct is sufficiently severe, pervasive, or persistent as to alter the conditions of the environment and create an abusive environment when judged both objectively (meaning that a “reasonable person” would find the environment hostile) and subjectively (meaning the affected individual felt the environment was hostile). In some cases, a single incident may be so severe as to create a hostile environment. Such incidents may include injury to persons or property, or conduct threatening injury to persons or property.

See the online definition of hostile environment harassment for additional information about prohibited harassment: www.mtu.edu/equity/faq/hostile-environment.

**Conduct of a Sexual Nature**

The following descriptions, while not all-inclusive, will help you understand the types of behavior that are considered “conduct of a sexual nature” and that, if unwelcome, may constitute sexual harassment:

**Unwanted sexual statements**

Sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others, and displaying or distributing sexually explicit drawings, pictures, and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.), and otherwise.

**Unwanted personal attention**

Letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction, and pressure for dates where a sexual/romantic intent appears evident but remains unwanted.

**Unwanted physical or sexual advances**

Touching, hugging, kissing, fondling, leering, exposing oneself, touching oneself sexually for others to view, or other sexual activity.
**Sexual violence**

“Sexual violence” means any physical act which is sexual in nature that is committed by force or without the full and informed consent of all persons involved.

Sexual violence may include but is not limited to

- rape
- dating violence
  - The term “dating violence” means violence committed by a person
    - (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - (i) the length of the relationship
      - (ii) the type of relationship
      - (iii) the frequency of interaction between the persons involved in the relationship
- domestic violence
  - The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- stalking
  - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.
• sexual assault
  o Offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation

• sexual battery

• sexual exploitation (which means taking advantage of the sexuality and attractiveness of a person to make a personal gain or profit)

Sexual violence can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Sexual violence can be committed by men or by women and it can occur between people of the same or different sex.

**Notice**
The University cannot address sexual harassment unless it is aware it is occurring. Once the University has notice, it has a responsibility to respond. The response will be designed to determine whether the behavior at issue is sexual harassment, and, if it is, the University will take action reasonably calculated to prevent recurrence and ensure that individuals are not restricted in their participation in or receipt of benefits for any University program or activity.

The Title IX Coordinator is located within the Office of Institutional Equity. The Title IX coordinator is charged with monitoring and oversight of the overall implementation of Title IX compliance at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students, and other members of the University community related to gender equity and sexual harassment/sexual violence.

**See detailed information on Title IX:** [www.mtu.edu/equity/need-know/title-ix](http://www.mtu.edu/equity/need-know/title-ix).

**Where to Go for Help**
If you believe you are experiencing sexual harassment, you are encouraged to contact the appropriate University official (dean, director, Human Resources representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and
information to individuals experiencing sexual harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

**Gender Discrimination**

**Sex (Gender)**
Discrimination and harassment are also prohibited on the basis of a person's gender. For example, if a woman applied for a job on campus and was deemed the most qualified, yet was not hired because the hiring official was more comfortable working with men, the woman would have been discriminated against on the basis of her gender. Gender discrimination can occur when persons are excluded from participation in, or denied the benefits of, any University program or activity because of their gender.

See examples of prohibited discrimination online for more examples of the types of gender discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

**Pregnancy**
The University’s policy prohibiting gender discrimination also prohibits discrimination on the basis of pregnancy and childbirth. See examples of prohibited discrimination online for the types of pregnancy discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

**Hostile Environment**

**Gender Harassment**
The University will not tolerate the creation or existence of an environment that is hostile on the basis of gender. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to gender that is sufficiently severe, pervasive, or persistent so as to (1) interfere with or limit the ability of an individual to participate in or benefit from the University’s programs and activities, or (2) unreasonably interfere with an individual’s work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred. For
further discussion of what constitutes a hostile environment, please refer to the definition of hostile environment online: www.mtu.edu/equity/faq/hostile-environment.

Where to Go for Help
If you believe you are experiencing gender discrimination or harassment, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing gender harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

Race, Color, and National Origin Discrimination
No University student, faculty, or staff member may, on the basis of their race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University program or activity (see page 4 for examples of University programs and activities). Conduct that has such an effect and that consists of different treatment of students, faculty, or staff on the basis of race, color, or national origin violates University policy.

For example, a student could not be denied the opportunity to participate in a student organization solely because the student is from a particular country or has ancestors from a particular country. See examples of prohibited discrimination online for the types of race, color, and national origin discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

Hostile Environment Race, Color, or National Origin Harassment
The University will not tolerate harassment on the basis of race, color, or national origin. A hostile environment of this type is defined as an environment that, through harassing conduct, becomes sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from a University program or activity.
To determine whether a hostile environment exists, the University examines the context, nature, scope, frequency, duration, and location of incidents, as well as the identity, number, and relationships of persons involved. Another factor in determining if a hostile environment exists is whether, on balance, the harassing conduct is sufficiently severe, pervasive, or persistent as to alter the conditions of the environment and create an abusive environment, when judged both objectively (meaning that a reasonable person would find the environment hostile) and subjectively (meaning the affected individual felt the environment was hostile). In some cases, a single incident may be so severe as to create a hostile environment. Such incidents may include injury to persons or property, or conduct threatening injury to persons or property.

See the definition of hostile environment harassment online for additional information about unlawful harassment: www.mtu.edu/equity/faq/hostile-environment.

Notice
The University cannot address harassment on the basis of race, color or national origin unless it is aware it is occurring. Once the University has notice, it has a responsibility to respond. The response will be designed to determine whether the behavior at issue is discriminatory harassment and, if yes, the University will take action reasonably calculated to prevent recurrence and ensure that individuals are not restricted in their participation in or receipt of benefits of any University program or activity.

Where to Go for Help
If you believe you are experiencing race, color, or national origin discrimination or harassment, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing race, color, or national origin harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.
Disability Discrimination

Disability discrimination can occur whenever a qualified individual with a disability is denied the same equal opportunities as other University students, faculty, and staff because of their disability status.

Under applicable disability laws, an individual with a disability is a person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. Temporary, non-chronic impairments that do not last for a long time and that have little or no long-term impact usually are not disabilities. The determination of whether impairment is a disability is made on a case-by-case basis.

What is a “major life activity” under the law?

To be considered a person with a disability, the impairment must substantially limit one or more major life activities. Examples of major life activities include walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, and caring for oneself.

What does “qualified” mean?

To be protected, a person must not only be an individual with a disability, but must be qualified. For students, a qualified individual with a disability is a person who, with or without reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers; or the provision of auxiliary aids or services; meets the essential requirements for the receipt of services or participation in programs or activities provided by the University.

For University employees, a qualified individual with a disability is a person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position, and who, with or without a reasonable accommodation, can perform the essential functions of the position.
**What is a reasonable accommodation?**

**For University students**
A reasonable accommodation is a reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the modifications would fundamentally alter the nature of a University service, program, or activity. Examples of reasonable accommodations may include, but are not limited to:

- note-taking services
- text conversion to alternative accessible formats
- audio and video tapes
- qualified interpreter services
- adjusting time limits on tests
- making facilities and/or programs readily accessible to and usable by individuals with disabilities

**For University employees**
A reasonable accommodation is a modification or adjustment to a job, employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. The University will provide a reasonable accommodation to the known disability of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship. Examples of reasonable accommodations may include, but are not limited to:

- obtaining or modifying equipment or devices
- making facilities readily accessible to and usable by individuals with disabilities
- job restructuring
- modified work schedules
- modifying examinations, training materials, or policies
- providing qualified readers and interpreters

**When and how does the University provide reasonable accommodations?**
The University is obligated to make a reasonable accommodation only to the known disability of an otherwise qualified employee or student. In general, it is the responsibility of the employee or student to make the disability status and subsequent need for an accommodation known to the appropriate University official. Students may request accommodations
through the dean of students/student disability services, and employees may make a request through their supervisor or the ADA coordinator in the Office of Institutional Equity. Contact information for these offices is provided in the Resources section.

Once notified of the need for accommodations, it is the responsibility of the University official and the individual with a disability to discuss possible accommodations and assess the reasonableness and effectiveness of each potential accommodation. Determinations regarding accommodations on campus will be made on a case-by-case basis. Determining a reasonable accommodation is very fact-specific. In general, the accommodation must be tailored to address the nature of the disability and the needs of the individual within the context of the requirements of the job or the program of study. If there are two or more possible accommodations, and one costs more or is more burdensome than the other, the University will give primary consideration to the preference of the individual with a disability; however, the University may choose the less-expensive or less-burdensome accommodation, as long as it is effective.

See examples of prohibited discrimination online for the types of disability discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

**Hostile Environment Disability Harassment**

The University will not tolerate the creation or existence of an environment that is hostile on the basis of disability. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to disability that is sufficiently severe, pervasive, or persistent so as (1) to interfere with or limit the ability of an individual to participate in or benefit from the University’s programs and activities, or (2) to unreasonably interfere with an individual’s work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred. For further discussion of what constitutes a hostile environment, please refer to the definition of hostile environment online: www.mtu.edu/equity/faq/hostile-environment.
**Where to Go for Help**

If you believe you are experiencing disability discrimination or harassment, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). You may also file a grievance—

For faculty: www.mtu.edu/equity/pdfs/adafacultygrievanceform.pdf
For staff: www.mtu.edu/equity/pdfs/adastaffgrievanceform.pdf
For students: www.mtu.edu/equity/pdfs/adastudentgrievanceform.pdf

There are also many resources on campus that provide assistance, support, and information to individuals experiencing disability harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

**Discrimination Based on Sexual Orientation**

The University prohibits discrimination on the basis of sexual orientation (e.g., lesbian, gay, bisexual, heterosexual, etc.). It is against University policy to treat a person differently from others because of that person's sexual orientation or to exclude a person from participation in, or deny a person the benefits of, a University program or activity on that basis.

See **examples of prohibited discrimination online** for more examples of the types of sexual orientation discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

**Hostile Environment**

**Sexual Orientation Harassment**

The University will not tolerate the creation or existence of an environment that is hostile on the basis of sexual orientation. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to sexual orientation that is sufficiently severe, pervasive, or persistent so as to (1) interfere with or limit the ability of an individual to participate in or benefit from the University's programs and activities, or (2) unreasonably interfere with an individual's work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in
which the behavior occurred. For further discussion of what constitutes a
hostile environment, please refer to the definition of hostile environment
online: www.mtu.edu/equity/faq/hostile-environment.

Where to Go for Help
If you believe you are experiencing discrimination or harassment based
on sexual orientation, you are encouraged to contact the appropriate
University official (dean, director, HR representative, etc.) and/or the Office
of Institutional Equity (see contact information in the Resources section).
There are also many resources on campus that provide assistance,
support, and information to individuals experiencing sexual orientation
harassment. A list of these offices appears in the Resources section. If
you are unsure which office to contact, contact the office that seems most
appropriate. All listed resources work together to assist the University
community.

Discrimination Based on Gender Identity and
Gender Expression

Michigan Tech prohibits discrimination on the basis of gender expression
and gender identity. “Gender identity” refers to a person's internal
knowledge of his/her own gender, and a person may identify as a gender
that does or does not appear to correspond to the sex assigned to that
person at birth, or the person may not identify as either female or male.
Of those people who feel that their birth sex and/or physical bodies are
mismatched with their sense of self, not all identify as transgender. Some
individuals whose internal knowledge of their gender is inconsistent with
their birth sex may undergo sex transition services.

A person's self-presentation of themselves as female, male, androgynous,
or as another gender, as evidenced by their manner of dress, speech,
or other physical expression of themselves, is referred to as “gender
expression.” While the gender expression of most people appears to
indicate a close match between their birth sex and their gender identity,
the gender expression of others may appear not to match their birth sex,
their gender identity, or both.

Individuals are protected from discrimination and harassment on the
basis of gender identity and gender expression. For example, it would
be inappropriate for a supervisor not to promote a qualified person who is transitioning his or her sex because the supervisor is aware that the employee’s co-workers are uncomfortable with this change.

See examples of prohibited discrimination online for the types of gender identity and gender expression discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

**Hostile Environment**

**Gender Identity or Gender Expression Harassment**
The University will not tolerate the creation or existence of an environment that is hostile on the basis of gender identity or gender expression. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to gender identity or gender expression that is sufficiently severe, pervasive, or persistent so as to (1) interfere with or limit the ability of an individual to participate in or benefit from the University’s programs and activities, or (2) unreasonably interfere with an individual’s work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred. For further discussion of what constitutes a hostile environment, please refer to the definition of hostile environment online: www.mtu.edu/equity/faq/hostile-environment.

**Where to Go for Help**
If you believe you are experiencing discrimination or harassment based on gender identity or gender expression, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing gender identity or expression harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.
Age Discrimination
No University student or employee shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University program or activity.

See examples of prohibited discrimination online for more examples of the types of age discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

Hostile Environment
Age Harassment
The University will not tolerate the creation or existence of an environment that is hostile on the basis of age. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to age that is sufficiently severe, pervasive, or persistent so as to (1) interfere with or limit the ability of an individual to participate in or benefit from the University’s programs and activities, or (2) unreasonably interfere with an individual’s work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred. For further discussion of what constitutes a hostile environment, please refer to the definition of hostile environment online: www.mtu.edu/equity/faq/hostile-environment.

Where to Go for Help
If you believe you are experiencing age discrimination or harassment, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing age discrimination. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.
Religious Discrimination
No University student, staff, or faculty member shall, on the basis of religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any University program or activity. Persons who do not have sincerely held religious beliefs are also protected from religious discrimination on that basis.

See examples of prohibited discrimination online for the types of religious discrimination prohibited by the University: www.mtu.edu/equity/faq/discrimination.

Religious Harassment
Harassment based on religious principles can take many forms; however, there are two general categories of religious harassment: a) coercion of participation or nonparticipation in religious activities, and b) hostile environment.

Coercion of Religious Participation or Nonparticipation
No one with the authority to affect a student’s or employee’s status at the University may, explicitly or implicitly, insist that the student or employee participate in religious activities or hold particular religious views.

Hostile Environment
Religious Harassment
The University will not tolerate the creation or existence of an environment that is hostile on the basis of religion. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to religion that is sufficiently severe, pervasive, or persistent so as to (1) interfere with or limit the ability of an individual to participate in or benefit from the University’s programs and activities, or (2) unreasonably interfere with an individual’s work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. For example, the repeated use of derogatory religious terms in an abusive manner can constitute a hostile learning and/or working environment. For further discussion of what constitutes a hostile environment, please refer to the definition of hostile environment online: www.mtu.edu/equity/faq/hostile-environment.
Religious Accommodation
The University may provide a reasonable accommodation based on a person's sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. The person requesting the accommodation is obligated to make the University aware of the need for a religious accommodation.

Once a request is made, the University will explore reasonable accommodations to address the person's religious belief or practice unless, again, the request creates an undue hardship. The person requesting the accommodation is obligated to cooperate with the University's attempts to accommodate the request. When more than one accommodation is possible, the University may select any of the accommodations, provided the accommodation will effectively eliminate the religious conflict.

Where to Go for Help
If you believe you are experiencing religious discrimination or harassment, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing religious harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

Discrimination Based on Veteran Status
As with other protected classes, veterans are protected from discrimination and harassment and will not be excluded from participation in, denied the benefits of, or subjected to discrimination under any University program or activity. See examples of prohibited discrimination online (www.mtu.edu/equity/faq/discrimination) for the types of veteran discrimination prohibited by the University, and the definition of hostile environment harassment online (www.mtu.edu/equity/faq/hostile-environment) for more information about what constitutes prohibited harassment on the basis of veteran status.
Where to go for Help
If you believe you are experiencing discrimination or harassment based on your veteran status, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing veteran status discrimination. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

Discrimination Based on Height and Weight
University students, faculty, and staff are protected from discrimination on the basis of their height and/or weight and will not be excluded from participation in, denied the benefits of, or subjected to discrimination under any University program or activity. See examples of prohibited discrimination online (www.mtu.edu/equity/faq/discrimination) for more examples of the types of height and weight discrimination prohibited by the University, and the definition of hostile environment harassment online (www.mtu.edu/equity/faq/hostile-environment) for more information about what constitutes prohibited height and weight harassment.

Where to Go for Help
If you believe you are experiencing discrimination or harassment on the basis of your height or weight, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing sexual harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.
Discrimination Based on Marital Status

University students, faculty, and staff are protected from discrimination on the basis of their marital status and will not be excluded from participation in, denied the benefits of, or subjected to discrimination under any University program or activity. See examples of prohibited discrimination online (www.mtu.edu/equity/faq/discrimination) for more examples of the types of marital status discrimination prohibited by the University and the definition of hostile environment harassment online (www.mtu.edu/equity/faq/hostile-environment) for more information about what constitutes prohibited harassment on the basis of marital status.

Where to go for Help

If you believe you are experiencing discrimination or harassment based on your marital status, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing marital status discrimination. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.

Discrimination Based on Genetic Information

The University does not discriminate against potential or current employees on the basis of their genetic information in regard to hiring, discharge, compensation, terms, conditions, or privileges of employment. The University also does not discriminate on the basis of genetic information against any applicant/employee in the admission to or employment in any program established to provide apprenticeship or other training or retraining.

What is “Genetic Information?”

Genetic information includes:

• information about an applicant/employee’s genetic tests (such as testing for a genetic predisposition or increased risk of certain cancers or other diseases, screening to determine risk of transmission of a gene to offspring such as cystic fibrosis, and paternity tests. Genetic testing does not include other medical tests, such as for HIV, cholesterol levels, blood glucose, tests for infectious disease or the presence of drugs or alcohol)
• the genetic tests of an applicant/employee’s family members
• information about the manifestation of a disease or disorder in an applicant/employee’s family members (i.e., family medical history)
• the request for, or receipt of, genetic services (tests, counseling, education) by the applicant/employee or a family member
• genetic information of a fetus carried by an applicant/employee or by a family member of the applicant/employee or of any embryo legally held by the applicant/employee or family member using an assisted reproductive technology

While diseases or disorders the applicant/employee has are not considered genetic information, the University does prohibit discrimination and harassment on the basis of disability, as described previously. Information about age, gender, race, and/or ethnicity also are not considered genetic information, although, as described previously, the University prohibits discrimination and harassment on those bases as well.

**Rules Against Acquiring Genetic Information**

In general, the law prohibits the University and those acting on the University’s behalf, such as supervisors, from requesting, requiring, or purchasing genetic information about applicants/employees. While the University generally only seeks genetic information in very limited circumstances, such as may be necessary to certify an FMLA request to care for a family member, there are six exceptions in the law that allow the University to obtain genetic information about an applicant/employee, briefly described as follows:

• when the genetic information is inadvertently acquired. This includes conversations in which an applicant/employee discloses genetic information about themselves or family members to a supervisor in response to general questions such as “How are you today?” or “Will your mom be okay?” This also includes conversations overheard by or unsolicited emails sent to a supervisor (e.g., “My mother has been diagnosed with cancer.”). If a supervisor asks the applicant/employee probing questions about the situation, such as “Have you been tested for that?” or “Do other members of your family have that?”, any responses that include genetic information would likely not be considered “inadvertently acquired.”
• when the genetic information (such as family medical history) is obtained as part of voluntary health or genetic services, including wellness programs
• family medical history that is acquired as part of the certification process for FMLA and similar leaves to care for a family member
- When the genetic information comes from sources that are commercially and publicly available, such as newspapers, books, magazines, and electronic sources, as long as the genetic information is not searched for intentionally
- when the genetic information is acquired through a genetic monitoring program that is voluntary or required by law
- when the genetic information is acquired as part of DNA testing for law enforcement purposes as a forensic lab or for purposes of human remains identification

Even when genetic information is lawfully obtained, the University does not permit the information to be used for discriminatory or harassing purposes. Such information is also maintained as confidential to the extent provided for by law.

**Harassment Because of Genetic Information**

In addition to not permitting discrimination on the basis of genetic information, the University does not tolerate harassment of an applicant/employee because of his or her genetic information. Harassment can include, for example, making offensive or derogatory remarks about an applicant/employee’s genetic information, or about the genetic information of a relative of the applicant/employee. Harassment consists of conduct (e.g., physical, verbal, graphic, or written) that is so severe, persistent, or pervasive that it creates a hostile or offensive work environment or results in an adverse employment decision (such as an employee being fired or demoted).

**Where to Go for Help**

If you believe you are experiencing discrimination or harassment based on genetic information, you are encouraged to contact the appropriate University official (dean, director, HR representative, etc.) and/or the Office of Institutional Equity (see contact information in the Resources section). There are also many resources on campus that provide assistance, support, and information to individuals experiencing genetic information harassment. A list of these offices appears in the Resources section. If you are unsure which office to contact, contact the office that seems most appropriate. All listed resources work together to assist the University community.
More Information about Hostile Environment

A hostile environment is defined as an environment on campus that, through harassing conduct (e.g., physical, verbal, graphic, or written) based on a person’s protected status (e.g., sexual orientation, age, etc.), becomes sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from a University program or activity. See examples of University programs and activities, page 4.

There are many types of behaviors that can be harassing. Examples include using derogatory terms, insults, telling derogatory jokes, taunting, and intimidating actions. The University prohibits harassing behavior on its campus and by any person while engaged in University business, whether on or off campus. When the University determines that a hostile environment exists, it takes action reasonably calculated to stop the harassment and ensure it does not happen again.

While a person engaging in harassing behavior often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. For example, a supervisee can sexually harass a supervisor or a student can sexually harass a faculty member. The harasser can even be a person who is not a member of the University community, such as a person delivering supplies to a laboratory or refilling vending machines. Regardless of the source, the University does not tolerate harassment.

To determine whether a hostile environment exists, the University examines the context, nature, scope, frequency, duration, and location of incidents, as well as the identity, number, and relationships of persons involved. The University also determines whether the person at whom the conduct was directed found it harassing and whether a “reasonable person” would find the conduct harassing. Factors such as these assist in determining whether the conduct at issue is harassing and whether it is sufficiently severe, persistent, or pervasive to have created a hostile work or learning environment. In some cases, a single incident may be so severe as to create a hostile environment. Such incidents may include injury to persons or property or conduct threatening injury to persons or property. In other instances, the behavior at issue is harassing, but not sufficiently
severe, persistent, or pervasive as to constitute a hostile work or learning environment. In such cases, the University generally takes action to stop the offending behavior in an effort to promote a respectful environment and avoid the possibility that a hostile environment will develop.

What Should You Do if You Feel that You Have Been Subjected to Discrimination or Harassment?

The University encourages individuals to resolve their concerns on an informal basis, if appropriate. Problem-solving processes on campus are offered by various University offices, such as the Office of Institutional Equity, the Ombuds Office, the Office of the Dean of Students, the Office of the Dean of the Graduate School, the Dean of Students/Services for Students with Disabilities, and Human Resources. See the Resources section for contact information. In addition, the Director of Institutional Equity can assist employees who believe they have been subjected to discrimination and/or harassment. Visitors to campus may contact any of the offices listed above to express concern regarding their visit.

It is often difficult to confront a person who is engaging in discrimination or harassment. Such interaction is not required, and can be particularly difficult when the person engaging in discrimination or harassment holds actual or perceived power over the person at whom it is directed. There are occasions, however, when an individual feels able to speak to the person engaging in discrimination or harassment to tell that person that the behavior is offensive and to stop. This can be done in person, by telephone, email, or letter, and may resolve the matter without further intervention. The offices identified previously and in the Resources section are able to provide assistance at any time.

If informal attempts at resolution are not appropriate or are unsuccessful, or if a person does not want to explore an informal means by which to address the concerns, the University is committed to providing prompt and effective resolution to incidents of alleged discrimination or harassment. Persons who wish to pursue a complaint may do so by utilizing the applicable procedure.

See the Resources Section, pages 32 through 35, for the appropriate department or procedure for lodging discrimination and harassment
complaints. Also see online information regarding sexual assault/harassment at www.mtu.edu/equity/faq/assault-harassment and information regarding complaint processes at www.mtu.edu/equity/faq/complaint-process.

Hate Crimes and Bias-Related Incidents

In addition to the University’s nondiscrimination policies, members of our community should also be free from acts of hate crimes and bias incidents based on race, color, national origin, sex, gender identity, gender expression, genetic information, sexual orientation, disability, age, religion, height, weight, marital status, and veteran status.

According to the US Department of Justice, a hate crime is a “crime of violence, property damage, or threat that is motivated in whole or in part by an offender’s bias based on race, religion, ethnicity, national origin, gender, physical or mental disability, or sexual orientation.” Within the state of Michigan, a person is guilty of ethnic intimidation if that person maliciously threatens or physically contacts a person with intent to intimidate, harass, or damage the property of that person because of that person’s race, color, religion, gender, or national origin.

Michigan Tech also recognizes additional categories of potential bias, such as sex, gender identity, gender expression, age, height, weight, marital status, or veteran status. Some possible examples of hate crimes include painting racial slurs on the side of a campus building, assaulting another person because of perceived national origin, or throwing a rock through someone’s window while yelling derogatory comments about the person’s religion.

Bias-related incidents are noncriminal activities based on race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, age, religion, height, weight, marital status, or veteran status. Some examples of possible bias-related incidents include writing a racial epithet in erasable marker on someone’s dry-erase board, making fun of another person because of the person’s language or accent, or making insulting comments about someone’s traditional manner of dress or geographic origin.
Hate crimes and bias-related incidents are not necessarily discrimination. Unlawful discrimination refers to specific conduct prohibited by law that unfairly treats people differently because of their race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. An example of unlawful discrimination would be to deny membership into a group because a person is Muslim.

Bias is a preconceived negative opinion or attitude about a group of people who possess common physical characteristics or cultural experiences. A possible example of a bias-related incident would be writing racist or homophobic graffiti in a public area. Unlawful discrimination often results from bias. Bias-related incidents, however, do not always result in unfair treatment that violates nondiscrimination laws.

The University encourages students, faculty, and staff to report hate crimes and bias-related incidents. In an emergency, dial 911 to be connected to the Department of Public Safety and Police Services (on campus). If you believe you have experienced a hate crime, you may report it directly to the Department of Public Safety and Police Services at 487-2216. If you believe you have experienced a bias-related incident or are not sure you have experienced a hate crime and would like to discuss the incident, please call Public Safety and Police Services and/or the Office of Institutional Equity at 487-3310. Faculty and staff will be directed to the Office of Institutional Equity; students will be directed to the Dean of Students Office. Staff from these offices will offer support and begin to discuss next steps.

The University provides additional information about hate crimes and bias-related incidents online: [www.mtu.edu/deanofstudents/faculty-staff/intervention/resources/hate-crime](http://www.mtu.edu/deanofstudents/faculty-staff/intervention/resources/hate-crime).

**Retaliation**

The University is committed to ensuring that its learning and working environments are free from all forms of discrimination and harassment. The University strictly prohibits and will not tolerate reprisals or retaliation against persons due to their assertion of their protected civil rights, including the filing of internal complaints of discrimination, filing complaints with federal or state civil rights enforcement agencies, or
participation in an investigation of such a complaint (e.g., serving as a witness). Individuals who believe they are experiencing this form of retaliation are strongly encouraged to contact the appropriate University office, including the Office of Institutional Equity or the director of Human Resources. Contact information for these offices appears in the Resources section.

Faculty-Student and Employee-Student Relationships

University Policies

General Policy
Employees of Michigan Technological University are generally prohibited from initiating or participating in evaluations and decisions related to any aspect of the employment or education of a person with whom they have had or have developed a consensual relationship of a romantic or sexual nature, including spousal relationships. If they become involved in such a consensual relationship, instructing or supervising employees must disclose the circumstances to their unit supervisor. The unit supervisor or other appropriate supervisor will oversee all evaluation and decision-making regarding the person with whom the employee has the relationship. Confidentiality regarding relationships will be maintained in so far as possible.

Consensual Relations
The following sections are from Senate Proposal 22-02, which became University policy on May 19, 2003. The Senate proposal as approved is available through the Senate Office, the University archives, or the Senate Website at www.mtu.edu/senate.

Information Regarding Consent
The foregoing policy applies only to consensual relationships. Relationships that are not consensual are addressed by the University’s policy on sexual harassment, among other policies. The legal age of consent in Michigan is 16. Above that age, vulnerability may be a factor in determining whether or not consent in a relationship has been given. According to the Michigan Code of Criminal Procedure, Chapter XVII,
Part 4, Section 777.40, exploitation occurs when “the offender exploited a victim’s physical disability, mental disability, youth or agedness, or a domestic relationship, or the offender abused his or her authority status. Abuse of authority status means a victim was exploited out of fear or deference to an authority figure, including, but not limited to, a parent, physician, or teacher.”

**On Professional Ethics, from the Faculty Handbook**

**Chapter 3. Faculty Rights and Responsibilities**

**Section 3.1 General Policy**

**3.1.6 Statement on Professional Ethics**

Faculty members, guided by deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon men and women in the academic community. Their primary responsibility to their profession is to seek and state their best representation of the truth. To this end, they each devote their energies to developing and improving their individual scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

**Responsibilities to Student**

Faculty members encourage the free pursuit of learning in their students and protect academic freedom of students. They hold before each student the best scholarly standards of their disciplines. They demonstrate respect for the students as individuals. When a personal relationship that goes beyond that of intellectual guide and counselor exists between a faculty member and a student, it is the responsibility of the faculty member to take appropriate action to avoid any conflict, or apparent conflict, of interest between personal and professional concerns.

Faculty members make every reasonable effort to foster honest academic conduct and to assure that their professional evaluation of a student reflects the student’s true academic merits. Faculty members respect the confidential nature of the relationship between a faculty member and a student. Faculty members acknowledge significant scholarly assistance from any student and they avoid any exploitation (e.g., professional, sexual, emotional, or economic) of a student.
**Responsibilities to Staff**
Faculty members respect the contributions of staff employees and respect their intellectual interests, abilities, and knowledge. Faculty members acknowledge significant assistance from staff and they avoid any exploitation (e.g., professional, sexual, emotional, or economic) of a staff member.

**Responsibilities to Colleagues**
As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge the scholarly contributions of their peers and strive to be objective in professional judgment of colleagues. Each of them accepts a just share of faculty responsibilities for the governance of their institution. As members of their institutions, faculty members seek above all to be effective teachers and scholars. Although faculty have a responsibility to observe the stated regulations of the institution, they also maintain the right to criticize and seek revision.

**Responsibilities to their Institution**
Each faculty member should determine the amount and character of work done outside the institution according to the guidelines in the Conflict of Interest policy. When considering the interruption or termination of service, faculty members recognize the effect of such decisions upon the program of the institution and give due notice of their intentions.

As members of the extramural community, faculty members share the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their disciplines, to their students, to their profession, and to their institution. When speaking or acting in a nonofficial capacity as a private person or member of a group, faculty members or administrators shall avoid creating the impression that they speak or act for the institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to promote further public understanding of academic freedom. (Policy on Academic Freedom 17-94)
Resources
Please refer to www.mtu.edu/equity for further information.

Dean of Students Office
www.mtu.edu/deanofstudents
deanofstudents@mtu.edu
Administration Building 170
487-2212

Public Safety and Police Services
www.mtu.edu/publicsafety
206 MacInnes Drive
487-2216

Title IX Coordinator
www.mtu.edu/equity/
need-know/title-ix
titleix@mtu.edu
Administration Building 308
487-3310

Office of Institutional Equity
Affirmative Action Officer
www.mtu.edu/equity
equity@mtu.edu
Administration Building 308
487-3310

ADA (Disability) Accomodations
www.mtu.edu/equity/need-know/ada
equity@mtu.edu
Administration Building 308
487-3310

Ombuds Office
www.mtu.edu/ombuds

Center for Diversity and Inclusion
www.mtu.edu/diversity-center
487-2920

Human Resources
www.mtu.edu/hr
Michigan Tech Lakeshore Center
Downtown Houghton
487-2280

Dean of Students/Services for Students with Disabilities
www.mtu.edu/deanofstudents/students/disability
Administration Building 170
487-2212

Safe Place Program
www.safeplace.mtu.edu
safeplace@mtu.edu
Center for Diversity and Inclusion
Hamar House
487-2920

Counseling Services—CONFIDENTIAL Resource
www.mtu.edu/counseling
Administration Building 301
487-2538

Employee Assistance Program—CONFIDENTIAL Resource
906-225-3145
www.northstareap.com

Off-campus Resources
Dial Help—CONFIDENTIAL Resource
www.dialhelp.org
482-HELP (4357)

Barbara Kettle Gundlach Shelter Home—CONFIDENTIAL Resource
www.bkgshelterhome.org
906-337-5632
## Complaint and Action Guidelines for Students

The table below provides an overview of possible complaints and directs complainants to the appropriate recipient of the complaint.

<table>
<thead>
<tr>
<th>Nature of the Complaint</th>
<th>Who is bringing the complaint?</th>
<th>Who/What is the complaint about?</th>
<th>Action/Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination, Sexual Harassment, or Harassment based on any other protected class status</td>
<td>Student</td>
<td>Student</td>
<td>Dean of Students: 487-2212</td>
</tr>
<tr>
<td>Discrimination, Sexual Harassment, or Harassment based on any other protected-class status</td>
<td>Student</td>
<td>Staff/Faculty/Visitor</td>
<td>Office of Institutional Equity: 487-3310</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 or Dean of Students: 487-2212 or Counseling Services: 487-2538</td>
</tr>
<tr>
<td>Intimidation/Threat to Safety</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 or Dean of Students: 487-2212 or Counseling Services: 487-2538</td>
</tr>
<tr>
<td>Faculty behaves unprofessionally or inappropriately</td>
<td>Student</td>
<td>Faculty</td>
<td>Dean of Students: 487-2212</td>
</tr>
<tr>
<td>Staff behaves unprofessionally or inappropriately</td>
<td>Student</td>
<td>Staff</td>
<td>Dean of Students: 487-2212</td>
</tr>
<tr>
<td>A supervisor, department head, or administrator behaves unprofessionally or inappropriately</td>
<td>Student</td>
<td>Supervisor, Department Head, or Administrator</td>
<td>Dean of Students: 487-2212</td>
</tr>
<tr>
<td>Stress, feeling unable to cope, interpersonal problems, etc.</td>
<td>Student</td>
<td></td>
<td>Counseling Services: 487-2538</td>
</tr>
<tr>
<td>Concerns about somebody’s well-being or observations of unusual behavior.</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 or Tip Line: 487-0847</td>
</tr>
<tr>
<td>Faculty unwilling to make an ADA accommodation</td>
<td>Student</td>
<td>Faculty</td>
<td>Coordinator for Student Disability Services: 487-1494</td>
</tr>
<tr>
<td>ADA Accommodation</td>
<td>Student</td>
<td></td>
<td>Coordinator for Student Disability Services: 487-1494</td>
</tr>
<tr>
<td>Nature of the Complaint</td>
<td>Who is bringing the complaint?</td>
<td>Who/What is the complaint about?</td>
<td>Action/Who to Contact</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Faculty not holding office hours, misses classes without notice, etc.</td>
<td>Student</td>
<td>Faculty</td>
<td>Contact the appropriate Department Chair or Dean</td>
</tr>
<tr>
<td>Student contests a grade given based on alleged academic misconduct (such as cheating or plagiarism)</td>
<td>Student</td>
<td>Faculty</td>
<td>Office of Academic and Community Conduct: 487-2212</td>
</tr>
<tr>
<td>Student contests a grade (where there is no alleged academic misconduct)</td>
<td>Student</td>
<td>Faculty</td>
<td>Dean of Students: 487-2212</td>
</tr>
<tr>
<td>Student needs assistance in resolving any University-related concerns or complaints</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>Dean of Students: 487-2212 or the Ombuds: <a href="http://www.mtu.edu/ombuds">www.mtu.edu/ombuds</a></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>Conflict of Interest Coordinator: <a href="mailto:coi@mtu.edu">coi@mtu.edu</a></td>
</tr>
<tr>
<td>Misconduct in research</td>
<td>Undergraduate Student</td>
<td>Faculty</td>
<td>Dean of Students: 487-2212 or Executive Director of Institutional Compliance and Ethics: 487-2902</td>
</tr>
<tr>
<td>Misconduct in research</td>
<td>Graduate Student</td>
<td>Faculty</td>
<td>Dean of the Graduate School: 487-2327 or Executive Director of Institutional Compliance and Ethics: 487-2902 or EthicsPoint <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141</a> or 1-888-279-5281</td>
</tr>
<tr>
<td>Activities that may involve (ethical or financial) misconduct or violations of Michigan Tech policy</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>Dean of Students: 487-2212 or EthicsPoint: <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141</a> or 1-888-279-5281</td>
</tr>
<tr>
<td>Improper governmental activities or significant threats to health and safety (Whistleblower Complaint)</td>
<td>Student</td>
<td>State Agency or Employee</td>
<td>Executive Director of Institutional Compliance and Ethics: 487-2902 or EthicsPoint: <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141</a> or 1-888-279-5281 or Office of Inspector General: 1-800-447-8477</td>
</tr>
</tbody>
</table>
## Complaint and Action Guidelines for Faculty, Staff, and Visitors

The table below provides an overview of possible complaints and directs complainants to the appropriate recipient of the complaint.

<table>
<thead>
<tr>
<th>Nature of the Complaint</th>
<th>Who is bringing the complaint?</th>
<th>Who/What is the complaint about?</th>
<th>Action/Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination, Sexual Harassment, or Harassment based on any other protected-class status</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor</td>
<td>Director of Office of Institutional Equity: 487-3310 or <a href="mailto:jhodges@mtu.edu">jhodges@mtu.edu</a></td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216</td>
</tr>
<tr>
<td>Intimidation/Threat to Safety</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216</td>
</tr>
<tr>
<td>Faculty behaves unprofessionally or inappropriately</td>
<td>Faculty/Staff</td>
<td>Faculty</td>
<td>Consult with your supervisor or Human Resources: 487-2280 or the Ombuds: <a href="http://www.admin.mtu.edu/ombuds">www.admin.mtu.edu/ombuds</a></td>
</tr>
<tr>
<td>Staff behaves unprofessionally or inappropriately</td>
<td>Faculty/Staff</td>
<td>Staff</td>
<td>Consult with your supervisor or Human Resources: 487-2280 or the Ombuds: <a href="http://www.admin.mtu.edu/ombuds">www.admin.mtu.edu/ombuds</a></td>
</tr>
<tr>
<td>A supervisor, department head, or administrator behaves unprofessionally or inappropriately</td>
<td>Faculty/Staff</td>
<td>Supervisor, Department Head, or Administrator</td>
<td>Consult with your supervisor, appropriate administrator, or Human Resources: 487-2280 or the Ombuds: <a href="http://www.admin.mtu.edu/ombuds">www.admin.mtu.edu/ombuds</a></td>
</tr>
<tr>
<td>Concerns about somebody’s well-being or observations of unusual behavior</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 or Tip Line: 487-0847 or <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></td>
</tr>
<tr>
<td>Stress, feeling unable to cope, family matters, education or legal assistance, money management, substance abuse and recovery, and various other interpersonal problems, etc.</td>
<td>Staff/Faculty</td>
<td></td>
<td>Supervisor, Dept. Chair, Dean, or Employee Assistance Program 906-225-3145 or <a href="http://www.northstareap.com">www.northstareap.com</a> or Office of Institutional Equity: 487-3310 or Ombuds: <a href="http://www.admin.mtu.edu/ombuds">www.admin.mtu.edu/ombuds</a></td>
</tr>
<tr>
<td>ADA Accommodation</td>
<td>Faculty/Staff</td>
<td></td>
<td>Office of Institutional Equity 487-3310</td>
</tr>
<tr>
<td>Nature of the Complaint</td>
<td>Who is bringing the complaint?</td>
<td>Who/What is the complaint about?</td>
<td>Action/Who to Contact</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Violation of the Collective Bargaining Agreement</td>
<td>Staff</td>
<td>Alleged violation of union contract</td>
<td>The appropriate union representative or Human Resources: 487-2280</td>
</tr>
<tr>
<td>Activities that may involve (ethical or financial) misconduct or violations of Michigan Tech policy</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>The appropriate Supervisor or EthicsPoint: <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">link</a> or 1-888-279-5281 or Tip Line: 487-0847 or <a href="www.mtu.edu/tips">link</a></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>Conflict of Interest Coordinator: <a href="mailto:coi@mtu.edu">coi@mtu.edu</a></td>
</tr>
<tr>
<td>Misconduct in research</td>
<td>Faculty/Staff</td>
<td>Faculty</td>
<td>Executive Director of Institutional Compliance and Ethics: 487-2902 or EthicsPoint: <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">link</a> or 1-888-279-5281</td>
</tr>
<tr>
<td>Improper governmental activities or significant threats to health and safety. (Whistleblower Complaint)</td>
<td>Staff/Faculty</td>
<td>State Agency or Employee</td>
<td>Executive Director of Institutional Compliance and Ethics: 487-2902 or EthicsPoint: <a href="https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=19141">link</a> or 1-888-279-5281 or Office of Inspector General: 1-800-447-8477 or Tip Line: 487-0847 or <a href="www.mtu.edu/tips">link</a></td>
</tr>
</tbody>
</table>

Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.