Institutional Equity and Inclusion
Assistance and Resources

December 2017
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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.

At Michigan Tech, we are committed to sustaining every person'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 individual cultures. For many of us, our experience at Michigan Tech is the first time we have truly interacted with someone from another race, culture, or background. Through these experiences, we 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 booklet 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 for those who would like to learn more about discrimination and harassment prevention.

Together, we can build and preserve a respectful and inclusive atmosphere that provides the support and opportunity to help everyone at Tech succeed.
The Equal Employment Opportunity Statement
Michigan Technological University is an affirmative action and equal opportunity employer. As such the University is required by federal and state laws to announce equal opportunity policies (EEO statements) on all publications and notices. The statement “Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities” is required by federal regulation and must appear in all advertisements.

Notice of Non-Discrimination
Michigan Technological University does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, marital status, disabled veteran status, veteran status, or disability. These people are designated to handle inquiries regarding non-discrimination policies and Title IX:

Beth Lunde-Stockero
Executive Director of Institutional Equity and Inclusion
Affirmative Action Officer
Administration Building 308
906-487-3310
blunde@mtu.edu

Kirsti Arko
Assistant Director of Institutional Equity and Inclusion
University Title IX Coordinator
Administration Building 306
906-487-3310
titleix@mtu.edu
Where to Go for Help
If you believe you are experiencing any form of harassment and/or discrimination as described in this booklet, you are encouraged to contact the appropriate representative at the University (see contact information in the Resources section), or contact Institutional Equity and Inclusion (IEI) at equity@mtu.edu, or call 906-487-3310 so IEI can direct you to the appropriate contact.

Harassment, Discrimination, and Hostile Environment
To read more about harassment, discrimination, and hostile environment, please visit: mtu.edu/equity/equal-opportunity/harassment-discrimination/

Title IX/Sexual Harassment
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.”

Michigan Tech expressly prohibits sex/gender based discrimination, harassment, and/or sexual violence, termed as sexual misconduct by employees, students, and third parties, against students and/or employees, or third parties, such as a vendor or visitors to Michigan Tech.

Sex/gender based discrimination, harassment, and/or sexual misconduct includes pregnancy discrimination, sexual harassment, and sexual violence, hereafter referred to as sexual misconduct, such as non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence including dating violence and domestic violence, sexual assault, stalking, and sexual coercion.

Michigan Tech’s standards and definitions of sexual misconduct often overlap with or include the crimes of rape, sexual assault, sexual
If you believe you are experiencing any form of harassment and/or discrimination described in this booklet, please see the Resources Section in this booklet, or contact Institutional Equity and Inclusion at equity@mtu.edu.

harassment, stalking, dating violence, and domestic violence. Victims of these behaviors are protected by Federal and State Constitutions laws, including but not limited to Title IX of the US Equal Opportunity in Education Act, and the Jeanne Clery Act.

See the Definitions section for definitions of these sexual misconduct terms.

**Responsible Employee**

For Title IX compliance, all Michigan Tech employees who are designated as supervisors, with the exception of mental health counselors and the Ombuds officer, are considered “responsible employees.” This includes some select undergraduate student employees such as resident assistants (RAs) and orientation team leaders (OTLs). Other responsible employees are: Public Safety and Police Services officers and employees; student affairs staff; human resources staff; athletics and recreation staff; academic advisors; faculty; instructors; graduate teaching assistants; graduate students who are supervising other students; and individuals designated as Campus Security Authorities. It is important to note that faculty are not required to report if this information is disclosed in the context of academic work and discussions.

The role of a responsible employee is to report allegations of sexual harassment/violence to the Title IX Coordinator to maximize the institution’s ability to investigate and potentially address and remedy sexual harassment/violence. The responsible employee should not attempt to determine if the harassment/violence actually did occur, or if a hostile environment is being created.

If you are aware, and do not report, you are in violation of the law and University policy. This could mean an investigation by the Office of Civil Rights, restitution penalties and requirements, and a substantial loss of federal funding for the University. Please remember the requirement for reporting is meant to enable us to assist those affected and address the issues.

The information that should be reported includes all the relevant information that the individual has shared and that may be useful in the...
investigation. This includes name(s) of the alleged perpetrator(s), the student/employee who experienced the alleged harassment/violence, any other student/employee involved, and the date, time, and location of the alleged incident. Responsible employees should inform the student/employee that they are not confidential resources before a student/employee reveals something that they may want to keep confidential.

It is considered official notice to the institution if a responsible employee “knew, or in the exercise of reasonable care should have known” about the harassment. This includes incidents that are reported directly, are witnessed, or are reported by a third party (parent, other student), posted on fliers around campus, published in a local newspaper, etc.—all of these should be reported to the Title IX Coordinator. A report to the Title IX Coordinator does not necessarily lead to a full investigation. Any action is typically determined based on the complainant’s choices. However, the Coordinator will make a safety assessment to determine if there is a safety risk to the community. If it is likely that there is continued risk, the Title IX Coordinator may have to proceed without the complainant’s consent.

**Definitions**

**Coercion (sexual)** is unreasonable pressure for sexual activity. When someone makes clear that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercing someone into sexual activity violates policy in the same way as physically forcing someone into sex. Anything but a clear, knowing, and voluntary consent to any sexual activity is equivalent to a “no.”

**Intimate Partner Violence** is any instances of violence or abuse (verbal, physical, or psychological) that occurs between those who are in or have been in an intimate relationship with each other. This can include dating and domestic violence. An intimate relationship is a relationship that includes some romantic, sexual and/or domestic element.

**Hostile environment** occurs when unwelcome conduct of a sexual nature creates an intimidating, threatening, or abusive working or learning environment and is sufficiently severe, pervasive, or objectively and subjectively offensive as to substantially or effectively disrupt or
undermine 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, when judged objectively (meaning that a “reasonable person” would find the environment 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. Threatening or taking a negative employment action (such as termination, demotion, denial of an employee benefit or privilege, or change in working conditions), or negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity), or intentionally making the individual’s job or academic work more difficult because sexual conduct is rejected would be examples of hostile environment. Other examples may include the use or display in the classroom or workplace, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons, or graffiti without pedagogical justification.

**Quid pro quo** (meaning “this for that”) sexual harassment occurs when there are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where it is stated or implied that an individual must submit to such conduct of a sexual nature in order to participate in a University program or activity. Offering or implying an employment-related reward (such as a promotion, raise, or different work assignment), or an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants, or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct are examples of quid pro quo.

**Retaliatory harassment** is any adverse employment or educational
action taken against a person because of the person’s participation in a complaint or investigation of discrimination, harassment and/or sexual misconduct. Retaliation against anyone who is a victim, files a claim/complaint, who is named as a respondent, or who participates in the investigation and/or resolution of a case, regardless of the outcome of the case, is expressly prohibited and could lead to discipline and possible dismissal. Retaliation exists when action is taken against a participant (whether a complainant, witness, respondent, or investigator) which affects their employment, academic/student, or business status which is motivated in whole or in part by their participation in the process. Retaliation for filing a complaint or participating in the complaint process may be found regardless of whether or not the underlying complaint is found to have merit. Persons who feel that they have been subject to retaliation may file a complaint based on the alleged retaliation.

**Sexual assault** is an assault of a sexual nature on another person.

**Sexual exploitation** is taking nonconsensual, unjust, or abusive advantage of another in a sexual or intimate context for the responding party’s own advantage or benefit OR to benefit/advantage anyone other than the individual being exploited AND does not constitute any other sexual and/or relationship misconduct offense addressed in the University’s policy, including without limitation: prostituting another person, engaging in, permitting or facilitating nonconsensual viewing, photographing, videotaping, audio taping, or posting to the internet sexual or intimate activity (such as dressing, showering, and similar activity of oneself or others), knowingly infecting another person with HIV or other sexually transmitted diseases and/or inducing incapacitation of another person with the intent to facilitate nonconsensual sexual intercourse or contact with that person.

**Sexual harassment** is unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct that is sufficiently severe, pervasive, or objectively and subjectively offensive as to substantially or effectively disrupt or undermine a person’s ability to participate in or benefit from a University program or activity. It could be based on power differentials (quid pro quo) where submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in any University activity, or creates a hostile environment.
Stalking is engaging in a menacing course of conduct directed at a specific person that would cause a reasonable person to: (a) Fear for their safety or the safety of others; or (b) Suffer substantial emotional distress.

Notice
The University cannot address sexual harassment or sexual misconduct 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 a violation of our policy, and, if it is, the University will take action reasonably calculated to remedy and prevent recurrence as well as 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 and Inclusion. 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 complaint procedures for faculty, staff, students, and other members of the University community related to gender equity, sexual harassment, and sexual violence. See detailed information on Title IX: mtu.edu/title-ix

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.

Pregnancy
The University’s policy prohibiting gender discrimination also prohibits
discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

**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 objectively and subjectively offensive 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 sufficiently severe, pervasive, or objectively and subjectively offensive depends upon the context in which the behavior occurred.

**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. 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.

**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 objectively and subjectively offensive 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 objectively and subjectively offensive as to alter the conditions of the environment and create an abusive environment, when judged objectively (meaning that a reasonable person would find the environment 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.

**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.

**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 some 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 meets the essential eligibility requirements for the receipt of services or participation in programs or activities provided by the University with or without reasonable modifications, auxiliary aids and services, or removal of barriers.

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 receive 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 a faculty member or advisor, or 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 and Inclusion. 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.
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 objectively and subjectively offensive 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 sufficiently severe, pervasive, or objectively and subjectively offensive depends upon the context in which the behavior occurred.

Discrimination Based on Sexual Orientation
The University prohibits discrimination on the basis of sexual orientation (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.

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 objectively and subjectively offensive 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 sufficiently severe, pervasive, or objectively and subjectively offensive depends upon the context in which the behavior occurred.
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.

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 to not promote a qualified person who is transitioning their sex because the supervisor is aware that the employee’s co-workers are uncomfortable with this change.

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 objectively and subjectively offensive 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 sufficiently severe, pervasive, or objectively and subjectively offensive depends upon the context in which the behavior occurred.

If you believe you are experiencing any form of harassment and/or discrimination described in this booklet, please see the Resources Section in this booklet, or contact Institutional Equity and Inclusion at equity@mtu.edu
**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.

**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 objectively and subjectively offensive 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 sufficiently severe, pervasive, or objectively and subjectively offensive depends upon the context in which the behavior occurred.

**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.

**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. 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
refrain from engaging in religious activity.

**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 objectively and subjectively offensive 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.

**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.

**Discrimination Based on Veteran Status**  
As with other protected classes, veterans are protected from discrimination and harassment and will not be excluded from

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participation in, denied the benefits of, or subjected to discrimination under any University program or activity.

**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.

**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.

**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 here:

- 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 their 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 sufficiently severe, pervasive, or objectively and subjectively offensive that it creates a hostile or offensive work environment or results in an adverse employment decision (such as an employee being fired or demoted).

**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 objectively and subjectively offensive so as to interfere with or limit the ability of an individual to participate in or benefit from a University program or activity.

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 remedy the harassment and ensure it does not reoccur.
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, pervasive, or objectively and subjectively offensive 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, pervasive, or objectively and subjectively offensive 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 and Inclusion, 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 Executive Director of Institutional Equity and Inclusion 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 will 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 for the appropriate department or procedure for lodging discrimination and harassment complaints. Also see online information regarding sexual assault/ harassment at mtu.edu/titleix/assistance/faqs and information regarding complaint processes at www.mtu.edu/equity/definitions/complaint-procedures/.

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 examples of hate crimes could possibly include, but are not limited to, 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 could include, but are not limited to, 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. A possible example of unlawful discrimination would be to deny membership into a group because a person is of a faith that differs from the group.

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 what may be 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. 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 and Inclusion at 487-3310. Faculty and staff will be directed to the Office of Institutional Equity and Inclusion; 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: mtu.edu/deanofstudents/faculty-staff/intervention/resources/hate-crime.

**Pay Transparency Non-Discrimination Provision**
The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

**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). Retaliation against anyone who is a victim, files a
claim/complaint, who is named as a respondent, or who participates in the investigation and/or resolution of a case, regardless of the outcome of the case, is expressly prohibited and could lead to discipline and possible dismissal. Retaliation exists when action is taken against a participant (whether a complainant, witness, respondent, or investigator) which affects their employment, academic/student, or business status which is motivated in whole or in part by their participation in the process. Retaliation for filing a complaint or participating in the complaint process may be found regardless of whether or not the underlying complaint is found to have merit. 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 and Inclusion, the Director of Human Resources, or the Dean of Students Office. Contact information for these offices appears in the Resources section.

Complaint Procedures
If a person feels that their treatment has been unfairly discriminatory, they are encouraged to file a complaint. The complaint procedures are intended to be used in any case of alleged harassment and/or discriminatory actions on the basis of a person’s race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, marital status, veteran status, or disability. Violations of state and federal law and the policies could lead to discipline and possible dismissal.

The University provides additional information on the complaint procedures online: http://www.mtu.edu/equity/definitions/complaint-procedures/

Where to Go for Help
If you believe you are experiencing any form of harassment and/or discrimination as described in this booklet, you are encouraged to contact the appropriate representative at the University (see contact information in the Resources section), or contact Institutional Equity and Inclusion (IEI) at equity@mtu.edu, or call 906-487-3310 and IEI will direct you to the appropriate contact.
Harassment, Discrimination, and Hostile Environment
To read more about harassment, discrimination, and hostile environment, please visit: mtu.edu/equity/equal-opportunity/harassment-discrimination/

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 insofar 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 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.”

Professional Ethics, from the Faculty Handbook
(as published as of November 2017)

Chapter 3. Faculty Rights and Responsibilities
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 Students
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 mtu.edu/equity for further information.

Dean of Students Office
mtu.edu/deanofstudents
deanofstudents@mtu.edu
Administration Building 170
906-487-2212

Public Safety and Police Services
mtu.edu/publicsafety
206 MacInnes Drive
906-487-2216

Title IX Coordinator
mtu.edu/title-ix
titleix@mtu.edu
Administration Building 306
906-487-3310

Affirmative Action Officer
mtu.edu/equity
equity@mtu.edu
Administration Building 308
906-487-3310

ADA (Disability) Accommodations
mtu.edu/equity/access-disability/ada
equity@mtu.edu
Administration Building 308
906-487-3310

Center for Diversity and Inclusion
diversitycenter@mtu.edu
mtu.edu/diversity-center
906-487-2920

Human Resources
mtu.edu/hr
600 Lakeshore Drive
906-487-2280

Dean of Students/Services for Students with Disabilities
mtu.edu/deanofstudents/disability/
Administration Building 170
906-487-2212

Safe Place Program
mtu.edu/safeplace/
Center for Diversity and Inclusion
Hamar House
906-487-2920

Confidential Resources

Ombuds Office
mtu.edu/ombuds

Counseling Services
mtu.edu/counseling
Administration Building 301
906-487-2538

Employee Assistance Program
906-225-3145
northstareap.com

Off-campus Resources

Dial Help
dialhelp.org
906-482-HELP (4357)

Barbara Kettle Gundlach Shelter Home
bkgshelterhome.org
906-337-5632

Local Physical and Mental Health Care Providers
## 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 is the complaint about?</th>
<th>Action/Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discrimination or Harassment</td>
<td>Student</td>
<td>Student</td>
<td>Office of Academic and Community Conduct: 487-2951 <a href="mailto:studentconduct@mtu.edu">studentconduct@mtu.edu</a></td>
</tr>
<tr>
<td>Discrimination or Harassment based on protected-class status/Gender</td>
<td>Student</td>
<td>Staff/Faculty/Visitor</td>
<td>Institutional Equity and Inclusion or the Title IX Coordinator: 487-3310 <a href="mailto:equity@mtu.edu">equity@mtu.edu</a> or <a href="mailto:titleix@mtu.edu">titleix@mtu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Assault/Violence</td>
<td>Student</td>
<td>Student/Staff/Faculty/Visitor</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 and/or Title IX Coordinator: 487-3310 <a href="mailto:titleix@mtu.edu">titleix@mtu.edu</a> 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 Office of Academic and Community Conduct: 487-2951 <a href="mailto:studentconduct@mtu.edu">studentconduct@mtu.edu</a> 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 <a href="mailto:deanofstudents@mtu.edu">deanofstudents@mtu.edu</a></td>
</tr>
<tr>
<td>Staff behaves unprofessionally or inappropriately</td>
<td>Student</td>
<td>Staff</td>
<td>Dean of Students: 487-2212 <a href="mailto:deanofstudents@mtu.edu">deanofstudents@mtu.edu</a></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 <a href="mailto:deanofstudents@mtu.edu">deanofstudents@mtu.edu</a></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 Dean of Students: 487-2212 <a href="mailto:deanofstudents@mtu.edu">deanofstudents@mtu.edu</a> or Tip Line: 487-0847 <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></td>
</tr>
<tr>
<td>Issue</td>
<td>Student</td>
<td>Faculty</td>
<td>Contact</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
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<td>------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Faculty unwilling to make an ADA accommodation</td>
<td></td>
<td></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>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</td>
<td>Student</td>
<td>Faculty</td>
<td>Office of Academic and Community Conduct: 487-2951</td>
</tr>
<tr>
<td>(such as cheating or plagiarism)</td>
<td></td>
<td></td>
<td><a href="mailto:studentconduct@mtu.edu">studentconduct@mtu.edu</a></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 <a href="mailto:deanofstudents@mtu.edu">deanofstudents@mtu.edu</a></td>
</tr>
</tbody>
</table>
| Student needs assistance in resolving any University-related concerns or complaints | Student                     | Student/Staff/Faculty/Visitor | Dean of Students: 487-2212 deanofstudents@mtu.edu or the Ombuds*:
|                                                                       |                             |                              | www.mtu.edu/ombuds/                                                    |
| Conflict of Interest                                                  | Student                     | Student/Staff/Faculty/Visitor | Conflict of Interest Coordinator: coi@mtu.edu                         |
| Misconduct in research                                               | Undergraduate Student       | Faculty                      | Office of Academic and Community Conduct: 487-2951                    |
|                                                                      |                             |                              | studentconduct@mtu.edu or Executive Director Compliance, Integrity, and Safety: 487-2902 |
| Misconduct in research                                               | Graduate Student            | Faculty                      | Assistant Dean of the Graduate School: 487-1989 or Executive Director Compliance, Integrity, and Safety: 487-2902 or Lighthouse Services*:
|                                                                      |                             |                              | www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055            |
| Activities that may involve (ethical or financial) misconduct        | Student                     | Student/Staff/Faculty/Visitor | Office of Academic and Community Conduct: 487-2951                    |
|                                                                      |                             |                              | studentconduct@mtu.edu or Lighthouse Services*:
|                                                                      |                             |                              | www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055            |

If you believe you are experiencing any form of harassment and/or discrimination described in this booklet, please see the Resources Section in this booklet, or contact Institutional Equity and Inclusion at equity@mtu.edu
<table>
<thead>
<tr>
<th>Activities that may involve violations of Michigan Tech policy</th>
<th>Student</th>
<th>Student/Staff/Faculty/Visitor</th>
<th>Office of Academic and Community Conduct: 487-2951 <a href="mailto:studentconduct@mtu.edu">studentconduct@mtu.edu</a> or Lighthouse Services*: <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a> or Tip Line: 487-0847 <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></th>
</tr>
</thead>
<tbody>
<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 Compliance, Integrity, and Safety: 487-2902 or Lighthouse Services*: <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a> or Office of Inspector General: 1-800-447-8477 or Tip Line: 487-0847 <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></td>
</tr>
</tbody>
</table>

*Indicates Confidential Resource

Confidential Resource - Details of the complaint/incident is kept confidential. These resources are not required to tell anyone your private, personally identifiable information unless there is a significant cause for fear for your safety or the safety of others.

Private Resource - These resources are those from who you can expect to have complaints/incidents to be taken seriously and to have those complaints/incidents investigated and properly resolved. This means only people who need to know will be told and information will be shared only as necessary. Those needing to know may include the person(s) you are filing a complaint against, witnesses, and investigating officials from the University or outside the University.

Revised November 16, 2017
### 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.

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<th>Nature of the Complaint</th>
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<th>Action/Who to Contact</th>
</tr>
</thead>
<tbody>
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<td>Discrimination or Harassment based on protected-class status/Gender Discrimination/Sexual Harassment</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor</td>
<td>Institutional Equity and Inclusion or Title IX Coordinator: 487-3310 <a href="mailto:equity@mtu.edu">equity@mtu.edu</a> or <a href="mailto:titleix@mtu.edu">titleix@mtu.edu</a></td>
</tr>
<tr>
<td>Sexual Assault/Violence</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student</td>
<td>EMERGENCY DIAL 911 Public Safety and Police Services: 487-2216 and/or Title IX Coordinator: 487-3310 <a href="mailto:titleix@mtu.edu">titleix@mtu.edu</a> or Employee Assistance Program* 906-225-3145 <a href="http://www.northstareap.com">www.northstareap.com</a></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: 487-2800 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: 487-2800 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: 487-2800 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 Supervisor or Public Safety and Police Services: 487-2216 or Tip Line: 487-0847 <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>Staff</td>
<td>Supervisor, Dept. Chair, Dean, or Employee Assistance Program* 906-225-3145 <a href="http://www.northstareap.com">www.northstareap.com</a> or Ombuds*: <a href="http://www.mtu.edu/ombuds/">http://www.mtu.edu/ombuds/</a></td>
</tr>
<tr>
<td>ADA Accommodation</td>
<td>Faculty/Staff/Visitor</td>
<td>Institutional Equity and Inclusion or ADA Coordinator: 487-3310 <a href="mailto:equity@mtu.edu">equity@mtu.edu</a></td>
<td></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 The appropriate union representative or Human Resources: 487-2800</td>
<td></td>
</tr>
<tr>
<td>Activities that may involve (ethical or financial) misconduct</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student The appropriate Supervisor or Lighthouse Services* <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a></td>
<td></td>
</tr>
<tr>
<td>Activities that may involve violations of Michigan Tech Policy</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student The appropriate Supervisor or Lighthouse Services* <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a> or Tip Line: 487-0847 <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Staff/Faculty/Visitor</td>
<td>Staff/Faculty/Visitor/Student Conflict of Interest Coordinator: <a href="mailto:coi@mtu.edu">coi@mtu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Misconduct in research</td>
<td>Faculty/Staff</td>
<td>Faculty Executive Director Compliance, Integrity, and Safety: 487-2902 or Lighthouse Services*: <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a></td>
<td></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 Executive Director Compliance, Integrity, and Safety: 487-2902 or Lighthouse Services*: <a href="http://www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055">www.mtu.edu/internal-audit/resources/hotline/1-844-490-0055</a> or Office of Inspector General: 1-800-447-8477 or Tip Line: 487-0847 <a href="http://www.mtu.edu/tips">www.mtu.edu/tips</a></td>
<td></td>
</tr>
</tbody>
</table>

* Indicates Confidential Resource

Confidential Resource - Details of the complaint/incident are kept confidential. These resources are not required to tell anyone your private, personally identifiable information unless there is a significant cause for fear for your safety or the safety of others.

Private Resource - These resources are those from who you can expect to have complaints/incidents to be taken seriously and to have those complaints/incidents investigated and properly resolved. This means only people who need to know will be told and information will be shared only as necessary. Those needing to know may include the person(s) you are filing the complaint against, witnesses, and investigating officials from the University or outside the University.

*Revised November 16, 2017*
Michigan Technological University is an equal opportunity educational institution/equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.