

## SUMMARY OF PROCEDURES

The university wants to assure all employees that it does not and will not take lightly any instances of sexual harassment. The university will take a **ZERO TOLERANCE** stand on any instances of sexual harassment. Zero tolerance means that immediate and appropriate corrective action, including discipline, will occur whenever the university has determined that sexual harassment has occurred. Discipline may include, but is not limited to any of the following actions being taken against the offender: dismissal, demotion, transfer, suspension, re-assignment, reduction of wages, or a disciplinary notice in his or her personnel file. In addition, other corrective action may be taken to correct the effects of the harassment on the victim.

Any employee who feels that he or she has been the victim of sexual harassment, and any employee witnessing an incident of sexual harassment is encouraged to report the incident immediately. Reporting is encouraged of any incident that could be classified as sexual harassment, before any sexual harassment becomes severe or pervasive. All supervisors are to report any incident to sexual harassment of which they have any knowledge or information. Reports, complaints, problems, grievances and questions should be reported to the university personnel listed below.

All reports of sexual harassment will be promptly investigated. The persons involved in the investigating the complaint will strive to maintain confidentiality. The complainant will be advised of the action taken in response to substantiated complaints. If the result of the investigation does not substantiate the complaint, both the complainant and alleged offender will be so advised. A written description of the procedures for the resolution of sexual harassment complaints follows (Sexual Harassment Resolution Procedure).

The university expressly prohibits any form of retaliation against any person for filing a complaint or otherwise reporting an incident under this policy or for assisting in a complaint or incident investigation.

Any person who desires to file a complaint, report an incident, or discuss this policy may contact either of the following persons:

Mr. Allen Prochnow  
Vice President of Finance & Administration  
Concordia University Wisconsin  
12800 N. Lake Shore Drive  
Mequon, Wisconsin 53097  
262-243-4303

OR

Ms. Barbara R. Banner  
Director of Human Resources  
Concordia University Wisconsin  
12800 N. Lake Shore Drive  
Mequon, Wisconsin 53097  
262-243-4521

If any employee is uncomfortable reporting an incident to either of the above persons or if it would be inappropriate to discuss the matter with any of them, the incident should be reported to the employee's supervisor. If the employee is uncomfortable reporting this incident to his or her supervisor or believes it would be inappropriate to discuss the matter with his or her supervisor, the complaint should be reported to Rev. Dr. Patrick T. Ferry, President, at 262-243-4368

The university will attempt to educate new and current employees regarding university policy and procedures concerning sexual harassment.