

# **Covenant University Anti-Harassment Policy**

## **1. Purpose**

Anti-harassment policies are formal guidelines organisations establish to prevent and address harassment at Covenant University. This policy is aimed at providing a safe and respectful environment for all faculty, staff and students by clearly defining unacceptable behaviours, outlining reporting procedures, and specifying consequences for violations.

This Anti-Harassment Policy is intended to foster a safe, respectful, and inclusive environment for all University community members. Harassment of any kind is prohibited and will not be tolerated. The organization is committed to taking all necessary steps to prevent and address harassment and to support individuals affected by it.

## **2. Scope**

This policy applies to all employees, students, parents, contractors, vendors, and visitors, covering behaviours in the workplace, at off-site locations during work-related events, and in all online interactions. Harassment that occurs outside work but impacts the work environment may also be covered under this policy.

## **3. Definition of Harassment**

Harassment is an unwelcome conduct that is intimidating, hostile/offensive, whether verbal, physical, visual, or digital. Examples include, but are not limited to:

- Sexual Harassment: includes requests for sexual favours, unwelcome sexual advances, inappropriate physical contact/other conducts of sexual nature that interfere with our work environment or performance.
- Verbal Harassment: Involves insults, derogatory comments, or slurs related to a person's race, religion, ethnicity, gender, age, disability, sexual orientation, or other unhealthy characteristics.
- Physical Harassment: Encompasses unwelcome physical actions like unwanted touching, blocking someone's movement, or physically intimidating behaviours.
- Visual Harassment: Includes displaying or sharing inappropriate images, emails, texts, cartoons, or gestures that are offensive or derogatory.

#### **4. Policy Provisions**

- **Zero Tolerance:** The University enforces a zero-tolerance policy for harassment. All reports of harassment will be taken seriously and investigated, and any confirmed case of harassment may attract disciplinary action or termination of appointment.

- **Confidentiality:** To the extent possible, all harassment complaints will be treated with confidentiality. Information regarding complaints will only be disclosed on a need-to-know basis to conduct a proper investigation in order to make informed decisions.

- **No Retaliation:** Retaliation against individuals that may have reported harassment or participated in an investigation is strictly prohibited. Any acts of retaliation will be treated as separate violations under this policy.

#### **5. Complaint Procedure**

- **Reporting:** Any individual who experiences or witnesses harassment is encouraged to report it promptly to the Dean of Student Affairs, the Human Resource Department, or a designated officer. Anonymous reporting channels may also be available.

- **Investigation:** The organization is committed to promptly and thoroughly investigating all harassment complaints. Investigations will be conducted impartially, with documentation maintained for the process.

- **Resolution:** Covenant University will take appropriate corrective action based on the findings of the investigation. Actions may include counselling, training, or disciplinary measures against the offender, ranging from warnings to termination or expulsion.

#### **6. Responsibilities**

- **Management:** The University Management and the Staff/Student Disciplinary Committee (SDC) are responsible for enforcing this policy, ensuring a harassment-free environment, and acting when violations are reported.

- **Human Resources:** The HR Department manages the complaint process, conducts investigations, and takes corrective action when necessary.

- Employees and Others: All members of the University are responsible for promoting a respectful workplace, refraining from harassing behaviours, and promptly reporting any incidents of harassment.

### **7. Training and Awareness**

All employees shall undergo regular anti-harassment training to ensure a thorough understanding of this policy and its procedures. Training will cover the identification, prevention, and reporting of harassment and reinforce the organization's commitment to a respectful workplace.

### **8. Policy Review and Updates**

This policy will be reviewed every three years to ensure it remains effective and consistent with current legal standards and workplace needs. Any updates or amendments to the policy will be communicated to all employees.