



## HARASSMENT, DISCRIMINATION, COMPLAINT FORM

Human Resources Office  
4500 Riverwalk Parkway  
Riverside, CA 92505

Date:

La Sierra University is committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the institution's mission and support a learning and workplace setting free from discrimination and harassment. In keeping with this commitment, the University expects all University employees and students to conform to the requirements of federal and state laws as standards of conduct mandated by the institution concerning discrimination and harassment matters.

We take these matters very seriously and will continue to adhere to all University guidelines regarding discrimination, harassment and retaliation.

Our policy can be found here: <https://lasierra.edu/fileadmin/documents/human-resources/policies-handbooks/discrimination-harassment-policy.pdf>

Please fill out this form if you believe you have experienced or witnessed an act of discrimination, harassment (including bullying and other behaviors that lead to a hostile work and/or learning/classroom environment), or retaliation. Please see pages 4-5 for information on different types of discrimination, harassment, or retaliation.

You may submit this form electronically or by hard copy to the Office of Human Resources. If you prefer to submit this complaint anonymously, please mail to 4500 Riverwalk Parkway, ATTN: Human Resources, Riverside, CA, 92505 or send through intercampus mail.

The Human Resources Office shall take responsibility to receive, investigate, and resolve complaints involving violations of the provisions of this policy and to recommend to management the imposition of appropriate sanctions against violators.

A prompt and thorough investigation shall be conducted, with confidentiality maintained.

Upon completion of the investigation, where warranted, appropriate corrective action shall be taken to eliminate the discrimination and/or harassment, which may include, but not be limited to: counseling, reassignment of the perpetrator or discipline, up to and including termination.

**What type of complaint are you filing?** (Choose all that apply, please see definitions on pages 4-5)

- Discrimination (check all that apply)
  - Age
  - Creed
  - Disability, presence or perception of
  - Gender expression
  - Gender identity
  - Genetic information
  - Marital status
  - Military status
  - National origin
  - Pregnancy
  - Race/ethnicity/color
  - Religion
  - Sex
  - Sexual orientation
  - Veteran's Status
  - Other (please explain):
- Harassment
- Hostile Work Environment
- Retaliation
- Sexual Harassment
- Other (please explain):

**Please include any information that you are able to and/or comfortable including.**

<b>Who is filing this complaint?</b> <i>Leave blank if filing anonymously.</i>	
<b>Name:</b>	
<input type="checkbox"/> <b>LSU Employee/Faculty/Staff</b>	<input type="checkbox"/> <b>LSU Student</b>
Department:	ID#:
Phone:	Phone:
Email:	Email:
Notes:	Notes:

<b>Who is this against?</b>	
<b>Name:</b>	
<input type="checkbox"/> <b>LSU Employee/Faculty/Staff</b>	<input type="checkbox"/> <b>LSU Student</b>
Department:	Relationship:
Phone:	Phone:
Email:	Email:
Notes:	Notes:
Date(s) of incident(s):	Date(s) of incident(s):

**Please describe what happened.** The more information and details you are able to provide, the more helpful it will be in our ability to follow-up. The type of information that is helpful includes: dates, times, locations, witnesses, and any details you are able to provide about the event(s), incident(s), and/or behavior(s). If you have included your name, the Office of Human Resources may follow up with you for more information.

**Is there anything else you'd like the Office of Human Resources to know?**

## **Definitions:**

**Discrimination:** Unlawful discrimination in employment occurs when an employer takes an adverse, harmful, harassing and/or retaliatory employment action against an employee (or potential employee) based on that employee's race/ethnicity/color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran's status, military status, genetic information, sexual orientation, gender expression, or gender identity.

**Harassment:** Harassment is defined as disrespectful or unprofessional conduct, that degrades or shows hostility toward an individual because of their protected category and/or has the intent or effect of unreasonably interfering with the individual's employment or enrollment; and/or has the purpose or effect of creating a hostile, intimidating or offensive working, living or learning environment. Harassment is offensive conduct that may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance.

Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- Asking unwelcome personal questions or other unwelcome treatment based on a person's age, creed, disability, gender expression, gender identity genetic information, national origin, marital status, military status, pregnancy, race/ethnicity/color, religion, sex, sexual orientation/gender identity, or veteran's status.
- Disclosing an individual's sexuality, gender identity, or gender expression against their wishes.
- The deliberate misuse of an individual's preferred name, form of address, or gender-related pronouns (except on legally mandated documentation, if the individual has not officially obtained a name change).
- Posting offensive pictures or sending offensive electronic or other communications.
- Unwelcome physical conduct.

Harassment becomes unlawful when 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a hostile, intimidating, or abusive work environment.

Bullying may be a type of harassment seen in the workplace.

**Bullying:** A behavior that intends to frighten, hurt, or threaten others and cause harm, humiliation, or intimidation. Bullying behavior is often repetitive. It may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. An imbalance of power, either real or perceived, between the aggressor and the victim is often involved.

**Hostile Work Environment:** A hostile work environment is one that is intimidating, hostile, or offensive. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name-calling, assumptions based on stereotypes, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and inappropriate interference with work performance. Harassment can occur in a variety of circumstances, including, but not limited to, the following:

- The harasser can be the victim's supervisor, a supervisor in another area, a subordinate, an agent of the employer, a co-worker, or a non-employee (such as a fellow, volunteer or intern).
- The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
- Unlawful harassment may occur without economic injury to, or discharge of, the victim.

**Protected Classes:** Race/ethnicity/color, creed, sex, pregnancy, age, religion, national origin, marital status, the presence or perception of a disability, veteran’s status, military status, genetic information, sexual orientation, gender expression, or gender identity.

**Retaliation:** Retaliation occurs when employers treat applicants, employees or former employees, fellows/volunteers/interns, or people closely associated with these individuals, less favorably for:

- reporting discrimination;
- participating in a discrimination investigation or lawsuit (for example, serving as a witness), or;
- opposing discrimination (for example, threatening to file a charge or complaint of discrimination).

Retaliation will not be tolerated at La Sierra University. Any employees, students/staff/faculty/volunteers, and applicants found to have retaliated will be subject to corrective or disciplinary action that is appropriate to the circumstances, up to and including dismissal.

**Sexual Harassment:** Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn’t prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.

Whether or not you file a complaint, you also have the right to file a complaint with an external agency. These include:

Riverside Human Relations Commission 3780 Market Street Riverside, CA 92501 Tel: (909) 782-5709 Fax: (909) 782-5943	Equal Employment Opportunity Commission Tel: (800) 669-4000 Or (510) 735-8909 (Deaf/hard-of-hearing callers) <a href="https://www.eeoc.gov/">https://www.eeoc.gov/</a>
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**If you have experienced or been threatened physically or sexually with assault, harm or injury, notify 911 immediately.**