

 <b>VILLANOVA</b> UNIVERSITY	<b>Title: Non-Discrimination/Non-Harassment Policy</b>	
	<b>University Division/Department: Human Resources</b>	
<b>Policy Number:</b>	<b>Effective Date: March 14, 2022</b>	<b>Page: 1 of 5</b>

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*Note on gender-inclusive language:  
Portions of this policy utilize they/them/their as singular pronouns.*

### I. PURPOSE

Villanova University advances its Augustinian mission through the contributions of a diverse faculty, staff, and student body and strives to provide a respectful and welcoming environment informed by the belief in the humanity and intrinsic worth of all members of our community regardless of race, color, national origin, ancestry, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, age, veteran status, disability, or any other protected category. The Non-Discrimination and Non-Harassment Policy informs the University community of Villanova’s commitment to preventing and addressing prohibited discrimination and harassment.

### II. SCOPE

This policy applies to all students, faculty, and staff of Villanova University, whether participating in University programs or activities on or off campus.

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### III. DEFINITIONS

- **Discrimination:** Discrimination means adverse treatment of an individual based on Protected Characteristics, and that:
  - adversely affects a term or condition of an individual's employment, education, living environment, or participation in a University activity or program; or
  - is used as the basis for, or a factor in, decisions affecting that individual's employment, education, living environment, or participation in a University activity or program.
- **Harassment:** Harassment is unwelcome conduct based on Protected Characteristics and that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment includes any such conduct that denigrates or shows hostility or aversion toward an individual or group of individuals, and that has the purpose or effect of creating an intimidating, hostile or offensive employment or educational environment.
- **Protected Characteristics:** Sex, race, color, religion, age, disability, veteran status, national or ethnic origin, sexual orientation, gender identity or expression, and other categories protected by law.
- **Hostile Environment:** Sexual or other discriminatory conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider threatening or abusive.
- **Sexual Misconduct:** The term sexual misconduct is a comprehensive term that encompasses any unwelcome conduct of a sexual nature and includes dating violence, domestic violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Complaints of sexual misconduct, to include sexual harassment, are addressed in accordance with the University's Sexual Misconduct Policy and implementing procedures.

### IV. POLICY STATEMENT

#### A. Non-Discrimination Policy

Villanova University is an equal opportunity employer and educational institution. There shall be no discrimination against any faculty, staff, applicant for employment or any student on the basis of any Protected Characteristics as defined under this Policy. This non-discrimination policy applies to all University educational and living activities and programs and to all terms and conditions of University employment, including, but not limited to: recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

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## **B. Non-Harassment Policy**

It is the University's policy that all faculty, staff and students should be able to work in and enjoy an educational environment free from harassment of any nature. Therefore, harassment based on any Protected Characteristics as defined under this Policy is prohibited.

## **V. PROCEDURE**

This procedure provides the structure for filing complaints of discrimination or harassment relating to all aspects of one's employment and/or participation in educational programs at Villanova. All allegations of discrimination or harassment as described in the University's Non-Discrimination/Non-Harassment Policy shall be subject to the procedures outlined below:

- A. Any faculty, staff, or student who believes that they have experienced discrimination or harassment in violation of this policy, and who wishes to make a complaint against a University staff or faculty member(s), should follow the procedures outlined in the [Non-Discrimination/Non-Harassment Grievance Procedure for Faculty and Staff](#).
- B. Complaints of discrimination or harassment against University students (non-employment related) are addressed in accordance with the [Code of Student Conduct](#) (for non-law students) and the Law School Student Handbook (for law students).
- C. Complaints of sexual misconduct, to include sexual harassment, are addressed in accordance with the University's [Sexual Misconduct Policy and implementing procedures](#).
- D. Any person who believes they have experienced discrimination on the basis of a disability may file a grievance under the University's [Section 504 Disability Grievance Procedure](#).
- E. Any faculty, staff, or student who believes that they have experienced discrimination or harassment in violation of this policy, and who wishes to make a complaint against an individual who is not a direct employee or student of the University (which may include, but is not limited to, interns, volunteers, contractors, alumni, and visitors) should report the concern to the Employee Relations/Compliance team within the Human Resources Department, who shall determine the appropriate procedure to follow in consultation with necessary leaders and/or partners.

## **VI. RELATED POLICIES/INFORMATION/FORMS**

### **A. Non-Retaliation**

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Retaliation is strictly prohibited in any form against a faculty, staff, or student who exercises in good faith their right to make a complaint under this policy and with any of the respective procedures, or who cooperates in the investigation of any such complaint. A finding of retaliation will itself be cause for appropriate disciplinary action. A person found to have made a knowingly false complaint or report, or to have knowingly and willingly given false information in the review of a complaint, may be subject to corrective action. A complaint made with a good faith belief that the reported information is true, whether ultimately substantiated or not, does not constitute a false report.

## **B. Academic Complaints**


If a report potentially raises allegations of discrimination or harassment and/or academic issues addressed under the [Student Grade Appeals and Complaints About Faculty Policy](#), the Human Resources Employee/Labor Relations and Compliance team will consult and work in close collaboration with the Office of the Provost to ensure that all appropriate University policies are followed.

## **C. Other Related University Statements and Policies**

1. [Mission Statement](#)
2. [Code of Student Conduct](#)
3. [Academic Freedom](#)
4. [Non-Stereotypical Communications Policy](#)
5. [Language Use: Written and Oral Communications on Campus](#)
6. [Posting Notice Policy](#)
7. [Publication Policy](#)
8. [Villanova University Sexual Misconduct Policy](#)
9. [Student Grade Appeals and Complaints about Faculty Policy](#)
10. [Grievance Policy for Faculty Members](#)
11. [Title IX Notice](#)
12. [Ethics and Compliance Hotline](#) – The University has available an ethics and compliance hotline which provides a process for faculty, staff and students to ask compliance-related questions or raise concerns. The hotline also allows for reporting of misconduct in the academic or workplace setting, or other violations of law or University policy. All questions or concerns can be raised on a confidential or anonymous basis. EthicsPoint, a third-party provider, provides both an online- and phone based mechanism for reporting. EthicsPoint then makes these reports available to University officials who are charged with review and follow-up.

## **VII. HISTORY**

Effective Date: March 14, 2022, although Villanova University has had policies and procedures in place that pre-date the policy effective date.

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#### **VIII. RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT**

Associate Vice President  
Human Resources, Affirmative Action Officer  
800 Lancaster Avenue,  
Villanova, PA 19085  
(610) 519-5135

#### **IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT**

Any questions regarding this policy or filing a complaint should be addressed to:

Director  
Human Resources Employee/Labor Relations Compliance  
800 Lancaster Avenue,  
Villanova, PA 19085  
(610) 519-4238