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Vice President for Human Resources  
August 6, 2021

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**A. PURPOSE**

The purpose of this policy is to establish uniform guidelines in order to promote a work and education environment that is free from harassment and discrimination, as defined below, and to affirm the University's commitment to foster an equitable work environment free from acts of retaliation, as defined by this policy.

**B. AUTHORITY**

[Code of Virginia Section 23.1-1301, as amended](#)

[Article 7 of the Constitution of the Board of Visitors](#)  
[Board of Visitors Bylaws](#)

grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Title IX of the Education Amendments of 1972](#)

[Title VII of the Civil Rights Act of 1964](#)

[Title VI of the Civil Rights Act of 1964](#)

[Equal Pay Act of 1963](#)

[The Age Discrimination in Employment Act \(ADEA\)](#)

[Americans with Disabilities Act \(ADA\)](#)

[Section 504 of the Rehabilitation Act of 1973](#)

[The Genetic Information Nondiscrimination Act of 2008](#)

[Virginia Governor's Executive Order Number One \(2018\) - Equal Opportunity](#)

[Virginia Department of Human Resource Management Policy 2.35 - Civility in the Workplace](#)

[Board of Visitor Policy 1001 – The Mission of the University](#)

[Board of Visitor Policy 1012- Resolution Adopting Executive Order Number One \(2018\) "Equal Opportunity"](#)

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## C. DEFINITIONS

Administrative Leave – Leave granted with the approval of Human Resources to cover periods of investigation of wrongdoing and to provide paid leave during the time management renders a decision on investigative results.

Complainant - A University community member or visitor who files a complaint under this policy.

Complaint - The written document or verbal statement of alleged facts used to initiate action under this policy.

Complaint Commencement Date -



include, but are not limited to, vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased or otherwise controlled by the University. This policy also is applicable to any conduct that occurs on non-University property that has continuing effects that create a hostile environment on campus. To the extent that the alleged conduct would satisfy the definition of sexual harassment under both this policy and the Policy on Title IX, the Policy on Title IX will supersede this policy for resolution of complaints and reports of such alleged conduct.

To the extent that this policy incorporates 0 Td[(07d9 (rt)- (lain)2.7 ( )0.5 an)2.(r r0.6 (o)-6. (iv)52.7 (0)-6.6 (s)4)-3 (amp 2213-9 (c)139 (e)33(0)605a(a)6.6 [(t)-3 (p)13.3 (e)-3Unainn4Td[(07d93 (s)-1.i (it)7.9 (c)61. '(s2. [(s)-1.3 (0)60

member or a visitor when at least a substantial portion of the alleged wrongful behavior occurred, is eligible to file a complaint. A complaint filed by a complainant who has no further connection with the University, or against a respondent who has no further connection with the University, may be dismissed by the OIED if the University has no means to take appropriate steps to eliminate the discrimination/harassment, prevent its recurrence, or address its effects.

Complainants are encouraged to report matters to the ODU Police Department or local law enforcement in instances involving a possible criminal violation and will not be dissuaded by the University from doing so at any time. The University also strongly encourages all individuals who may witness or otherwise know of a suspected violation of this policy to report it to the appropriate University official.

Anonymous complaints may also be filed by using the [complaint form](#) which can be submitted online or hand-delivered. Complaints may also be initiated by scheduling a meeting with an OIED investigator and providing a verbal statement. Nevertheless, individuals who believe they have been the subject of conduct in violation of this policy are encouraged to make detailed written statements of the fac

respecting the request. The OIED will take all reasonable steps to respond to the complaint consistent with the request.

Timely Warnings

The University is required by Federal law to issue timely warnings for reported incidents that p̄tsak

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10. Reporting the Investigation Results:

- a. In the case of a student respondent, once the investigation is completed,





[University Policy 1008 – Policy on Title IX – Sexual Harassment and Sex or Gender-Based Discrimination](#)

[University Policy 6600 - Standards of Conduct for Classified Employees](#)

[University Policy 6602 - Classified Employees Grievance Procedure](#)

