The University of Missouri does not tolerate sexual harassment in the workplace and learning environment. Any employee who has been subjected to, witnessed, or been the target of inappropriate behavior should report the incident to his/her supervisor or Human Resource Services immediately. Although complaints cannot be assured of confidentiality, investigations will be conducted in a professional and sensitive manner. Employees who report incidents of this nature are protected from retaliation. An individual found to have sexually harassed others will be subject to discipline, up to and including termination of employment.

**Human Resources Policy HR 510** defines sexual harassment as:

1. Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority; or
2. Other unwelcome verbal or physical conduct of a sexual nature when:
   a. Submission to or rejection of such conduct is used explicitly or implicitly as a condition for employment decisions; or
   b. The purpose or effect of such conduct is to interfere unreasonably with the work of the person being harassed; or
   c. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile, or offensive work environment.

Members of the University community who believe they have been sexually harassed may seek resolution through the informal resolution procedure or by initiating a grievance using the formal grievance procedure. The formal grievance procedure can be located at [http://www.umsystem.edu/ums/departments/hr/manual/602.shtml](http://www.umsystem.edu/ums/departments/hr/manual/602.shtml).

The informal Sexual Harassment process is outlined below. Every effort will be made to investigate and recommend a resolution as timely as possible.
Incident is reported to Human Resource Services (HRS) or Supervisor.

Complainant will be interviewed and a review of written materials, if applicable, will occur.

Additional interviews will be conducted; including an interview with the accused harasser. Any additional data provided will be collected and analyzed.

A report of HRS findings will be created and recommendations will be formulated.

HRS will communicate and implement recommendations to Department/Supervisor.

HRS will communicate the resolution or discuss the results of the investigation with the complainant.

HRS will conduct follow up activities as needed, to ensure there is no retaliation or reoccurrence of inappropriate behavior.