

## **RESPECTFUL WORKPLACE POLICY**

Adler University is committed to ensuring the workplace is free from negative, aggressive, and inappropriate behaviors, and ensure the environment is in keeping with the University's Adlerian driven mission and values centered around an atmosphere of respect, collaboration, openness, safety, and equality. All University employees and students have the right to be treated with dignity and respect.

Protection from negative, aggressive, and inappropriate behaviors extends to all employees, students, vendors, independent contractors, clients, and visitors and expands beyond the place of work to off-site and work-related social events. It is the responsibility of all University employees to provide a healthy workplace environment for their direct reports, peers, coworkers, and students where all communication and interactions are marked by dignity and respect.

Employees and students are encouraged to attempt informal resolution among themselves, whenever possible, without intervention from their supervisor, Student Affairs, or Human Resources. If informal resolution proves unsuccessful and a student or employee wishes to move forward with a formal complaint, any complaints of negative, aggressive, and inappropriate workplace behaviors will then be filed with the employee's supervisor or, in the case of a student, with the Associate Vice President of Student Affairs. In the event the complaint is with the employee's supervisor or the Associate Vice President of Student Affairs, the complaint will be filed with the area Leadership Team member or, for students, with the Vice President of Administration.

All filed complaints will be taken seriously and followed through to resolution by the University. Employees and students found to have engaged in such conduct will be subject to disciplinary action. Similarly, employees and/or students who file false complaints or exaggerated complaints will also be subject to disciplinary action. Employees and students who file complaints will not be victimized or retaliated against for reporting inappropriate behavior.