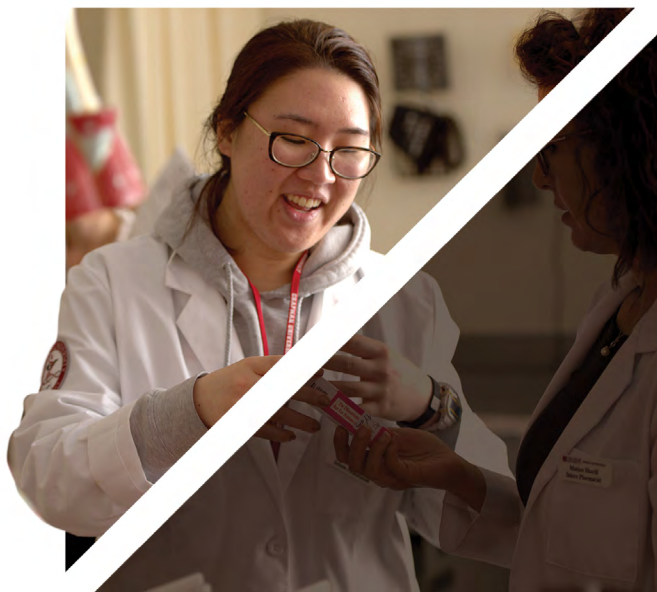


DISCRIMINATION, HARASSMENT AND RETALIATION PREVENTION INFORMATION GUIDE



CHAPMAN
UNIVERSITY



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This guide provides an overview of resources and options available to help prevent and respond to discrimination, harassment and retaliation at Chapman University.

The university encourages those who have been impacted by or know someone who has been impacted by discrimination, harassment and/or retaliation to speak with the Director of Employee Care or the Associate Vice President for Student Affairs. Both the Director of Employee Care and the Associate Vice President for Student Affairs can speak in depth about the resources and options set forth in this guide.

Equal Opportunity Office
 DeMille Hall-Room 140 | One University Drive | Orange, CA 92866 | EO@Chapman.edu

I. CONFIDENTIALITY & PRIVACY

You may find it useful to ask about confidentiality and privacy at the start of your conversations with any university resource.

Confidential – Privileged

Information disclosed to these resources is privileged and, absent special circumstances, generally may not be disclosed without your consent even in a criminal or other proceeding outside of the university:

- Licensed mental health clinicians providing diagnosis or treatment
- Clergy members providing religious or spiritual advice or comfort
- Lawyers providing legal advice to clients
- Licensed medical professionals providing medical attention or treatment

Confidential

The university has designated the following resources as confidential. This means that they do not need to notify the Director of Employee Care or the Associate Vice President for Student Affairs when someone discloses concerns of harassment, discrimination and/or retaliation prohibited by university policy; however, these resources may be required to reveal the information that was disclosed to them in proceedings outside the university (i.e. criminal proceedings).

- University Faculty Ombudsperson
- Fish Interfaith Center - Faith Leaders

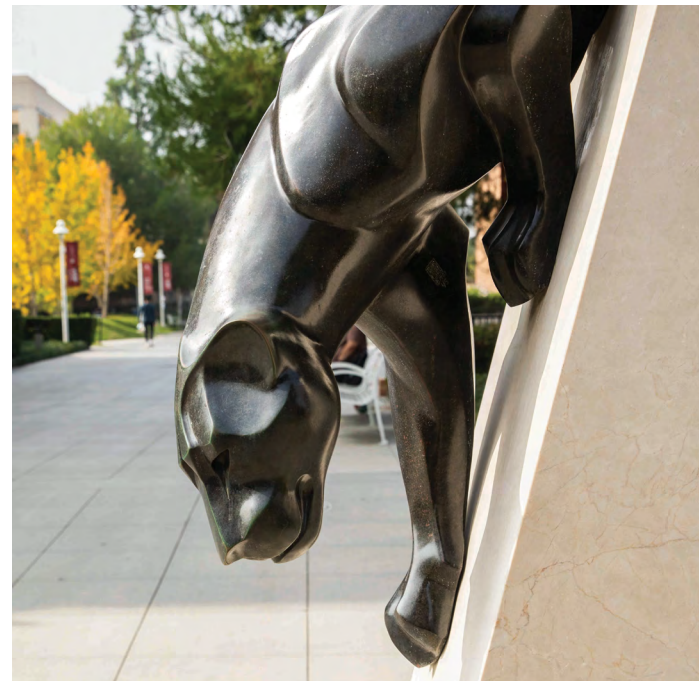
Private

Information disclosed to these resources is shared only on a need-to-know basis:

- University Director of Employee Care
- All other university Equal Opportunity Office team members
- University Dean of Student and Student Affairs team members
- University Title IX Coordinator and Title IX team members

Responsible Employees

All university employees, unless otherwise identified, are considered Responsible Employees. Information disclosed to university employees is treated with the utmost discretion and sensitivity and must be shared with the Director of Employee Care and/or the Associate Vice President for Student Affairs and otherwise only on a need-to-know basis.



II. CHAPMAN UNIVERSITY RESOURCES

If you, a friend or a colleague have experienced discrimination, harassment and/or retaliation, or are currently involved in a complaint process under the university's Discrimination, Harassment and Retaliation Prevention Policy, the university's resources are available to provide both immediate and long-term support and guidance. It may also be useful to ask about confidentiality and privilege at the start of a conversation with a university resource.

Department of Public Safety

**(714) 997-6763 | publicsafety@chapman.edu
418 N. Glassell St., Orange, CA 92866**

The Department of Public Safety ("DPS") is committed to facilitating a safe environment conducive to learning, working and personal growth through education, engagement and the development of community partnerships. If you are in immediate danger and need help or want to speak to a specially trained police officer about your situation, call DPS. Contacting DPS does not obligate you to file a complaint, file charges or to testify in court. You may also consult with DPS to help determine whether an incident may constitute a criminal offense.

DPS provides timely warnings to the university community when a reported incident involves an alleged crime that constitutes a possible ongoing or continuing threat to the campus community. The university will evaluate each incident on a case-by-case basis to determine if a timely warning will be distributed to the community in a manner consistent with the requirements of the Clery Act. The university shall not publish the name or other identifiable information about the victim of a reported crime in the daily crime log or other statistics that are disclosed as a requirement of the Clery Act.

Disability Services (students only)

**(714) 516-4520 | ds@chapman.edu
Argyros Forum 203, One University Drive,
Orange, CA 92866**

Disability Services ("DS") is committed to providing support services for students to achieve equal access to the education experience. DS approves and coordinates accommodations and services for students with disabilities at the university to help them acquire skills essential to achieve academic and personal success.

Registration with DS is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presented current documentation of the disability from an appropriate specialist or physician. Note: All information and documentation related to a disability are confidential.

Life Assistance Program, Cigna-LAP (employees only)*



(800) 538-3543

The Life Assistance Program (“LAP”) offers confidential support, guidance and resources that can help you resolve personal issues and meet life’s challenges. Employees may access the LAP 24 hours a day, 365 days a year. You and your household family members also receive up to three (3) free face-to-face confidential counseling sessions each year, per issue.

**When accessing the link, go to page 13 for additional LAP information.*

The LAP can help with the following, as well as additional issues:

- Child care and elder care
- Alcohol and drug abuse
- Difficulties in relationships
- Stress and anxiety
- Depression
- Personal achievement
- Emotional well-being
- Grief and loss
- Education
- Financial concerns
- Adoption
- Empty-nesting
- Pet care
- Daily living
- Travel



Equal Opportunity Office



(714) 997-6847 | eo@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The Equal Opportunity Office (“EOO”) is charged with and committed to responding promptly, effectively and in a neutral manner to all disclosed allegations of sexual harassment and other sexual misconduct alleged against a university employee. The EOO staff are trained to investigate formal complaints brought by members of the university community in a fair, impartial and appropriate manner.

The EOO staff are available to meet with members of the community who want to speak about incidents that either involve them directly or may have impacted a friend or colleague. Discussions may include information about supportive measures, the university’s policies addressing sexual harassment and other sexual misconduct, and available resources and options.

Albert Roberson
Director of Employee Care
& Deputy Title IX Coordinator
aroberson@chapman.edu
(714) 997-6847

Dawn White
Senior Investigator
dawwhite@chapman.edu
(714) 997-6827

Ethics Point



(888) 493-1870

Ethics Point is a confidential internet and telephone-based reporting tool that provides university faculty, staff and students an anonymous and confidential way to address misconduct in the workplace or classroom. Members of the university community are strongly encouraged to ask questions and raise concerns anonymously via this portal. Reports submitted via this tool are not considered a complaint under the Discrimination, Harassment and Retaliation Prevention Policy and therefore the university may be limited in their ability to address the submitted concerns.

Submit anonymous reports via Ethics Point, [here](#).

Financial Aid Students Only



(714) 997-6741 | finaid@chapman.edu

The Financial Aid Office supports the university’s mission and vision of being a student-oriented institution that provides personalized education to all students and are committed to:

- Providing support and resources to assist students in navigating student financial aid
- Treating all individuals with care and respect
- Providing exceptional customer service
- Maintaining a foundation of respect, integrity and empathy
- Providing financial literacy and guidance regarding federal, state and institutional programs
- Managing federal, state and institutional resources in an efficient, fair and sensitive manner

Fish Interfaith Center



The Fish Interfaith Center offers support and inspiration to every member of the university community. Their mission is to provide sacred space and inspire individuals as they shape their spiritual journey. The center is staffed with spiritual leaders of various faiths who can provide support for employees and students.

Most of the spiritual leaders within the center are considered confidential when operating in their role as a spiritual leader. It is recommended that you ask about confidentiality and privacy at the start of your conversation with a spiritual leader in the center.

Please see the center’s website for contact information.

Frances Smith Center for Individual & Family Therapy



(714) 997-6746 | 501 W. Palm Ave.
Orange, CA 92866

The Frances Smith Center for Individual and Family Therapy is a well-respected training facility offering psychological treatment services to the local community. The center also services university graduate students who have not elected to pay the university health and counseling fee, and university undergraduate students who have been referred to the center.

Under the auspices of the university’s Marriage and Family Therapy Program (a nationally-accredited program by the COAMFTE), the center operates as a non-profit clinic for individuals, couples, families and children.

Human Resources



(714) 997-6686 | hroffice@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The Human Resources Department is committed to working strategically with the university community in identifying and supporting its evolving needs as it achieves and maintains national ranking. They provide leadership and guidance in the development, implementation and administration of programs, policies, procedures and services that promote a work environment encouraging respect, recognition and the value of each individual, and enriching the intellectual, physical, social and spiritual dimensions of university employees.

Faculty Ombudsperson **(faculty only)**



The Ombudsperson seeks to support a culture and environment that is ethical, civil and fair, and in which mutual understanding can be reached and differences resolved through respectful dialogue and fair processes. The Ombudsperson seeks to promote accountability and fair treatment while providing faculty members of the university community the opportunity to discuss complaints, concerns and problems in an informal, confidential, independent and impartial environment.

Please see the Ombudsperson website for contact information.

Student Psychological Counseling **Services (students only)**



(714) 997-6778 | spcs@chapman.edu
410 N. Glassell St., Orange, CA 92866

Student Psychological Counseling Services (SPCS) assists University students in functioning effectively in the university environment by assessing and supporting their psychological well-being as they pursue personal and academic goals. SPCS is a department within the Division of Student Affairs, providing telehealth counseling and psychotherapy to students at the university.



Dean of Students/Title IX Office



The university is deeply committed to creating and sustaining educational, working and living environments that are conducive to learning and scholarship and are supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all its forms. The university encourages individuals to report prohibited conduct to the university's Title IX Coordinator or the Director of Employee Care. These individuals are available to talk if you have a concern you want to share, have questions about the Title IX investigative process or want to report an incident.

More specifically, the following individuals address matters in which the party alleged to have engaged in the behavior is a student.

Colleen Wood
Assistant Vice President for Student Affairs &
Associate Dean of Students
Title IX Coordinator
Argyros Forum 101
cwood@chapman.edu
(714) 997-6721

Lauren Lockwood
Program Coordinator for Student Affairs
Argyros Forum 205
llockwood@chapman.edu
(714) 532-6056

Stephen Heggem
Program Coordinator for Student Affairs
Argyros Forum 205
heggem@chapman.edu
(714) 532-6039

Cody Garcia-Pusateri
Program Coordinator for Student Affairs
Argyros Forum 205
garciapusateri@chapman.edu
(714) 516-5649

Workplace Accommodations **(employees only)**



(714) 997-6979
accommodations@chapman.edu
DeMille Hall 140, One University Drive
Orange, CA 92866

The university is committed to providing reasonable workplace accommodations to qualified employees with disabilities. Workplace accommodations are intended to assist individuals with disabilities to overcome limitations that interfere with their ability to perform the functions of their job and to enjoy the benefits and privileges of employment.

The Director of Employee Care administers the university's disability-accommodation process for employees.

This process includes determining whether an employee's medical condition constitutes a disability as defined under the Americans with Disabilities Act (ADA), Rehabilitation Act (RA), and California Fair Employment & Housing Act (FEHA) and working to ensure that a qualifying employee has an opportunity to engage in the interactive process. Through the interactive process, HR will engage with the employee, their manager and their physician to provide reasonable accommodations that will enable them to perform the essential elements of their job.

Each request for accommodation is assessed on an individual basis by the Wellness and Leaves Administrator. The first step in the accommodations process is to submit a request. The request form can be found [here](#).

III. ASSISTANCE FOLLOWING AN INCIDENT

If you (or someone you know) have experienced discrimination, harassment, and/or retaliation, there are options. You may choose any combination of the options listed in this section that you feel are right for you.

Obtain Supportive Measures

Supportive measures are individualized supports that help those who may have experienced or been accused of incidents discrimination, harassment and/or retaliation to participate in campus life at Chapman and to continue with their studies or work. Supportive measures are non-disciplinary, individualized services offered as appropriate and as reasonably available. There is no fee or charge for supportive measures.

Supportive measures are available regardless of whether or not the complainant chooses to report full details to the university or to law enforcement, or to file a complaint with the university. They are available whether the incident(s) occurred on or off campus. Supportive measures can be confidential, to the extent that maintaining confidentiality does not impair the university's ability to provide such measures. These measures may not unduly burden the individual(s) accused. Requests for supportive measures can be made to the Director of Employee Care.

Supportive measures may be implemented at any time and may include but are not limited to the following options:

- Counseling
- Modifications of work or class schedules
- Transportation and parking assistance
- Change in work or housing locations
- Leave of absence
- No Contact Directive

These are just a few examples of supportive measures. The Director of Employee Care will work with individuals to ensure that supportive measures are individually tailored to meet each individual's unique needs.

If you have questions about supportive measures, do not hesitate to reach out to the Equal Opportunity Office.

About No Contact Directives

Complainants, Respondents and witnesses may request a No Contact Directive at any time to prevent unnecessary or unwanted contact from another party, when reasonably available. A No Contact Directive is a university directive that mutually restricts contact between individuals, either directly or through another person, in person or via technology.

Reporting to Chapman University

Any person may make a report of prohibited conduct regardless of affiliation with the university and regardless of whether or not the person reporting is the person alleged to be the individual impacted by the conduct. A report may be made at any time (including during non-business hours) by using the telephone number, email address or office mailing address of the contacts listed below.

For prohibited conduct by a university employee or third party, please contact one of the following:

Equal Opportunity Office
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
eo@chapman.edu

Albert Roberson, Director of Employee Care
Deputy Title IX Coordinator
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
aroberson@chapman.edu
(714) 997-6847

Dawn White, Senior Investigator
DeMille Hall-Room 140
One University Drive
Orange, CA 92866
dawwhite@chapman.edu
(714) 997-6827

For alleged prohibited conduct by a university student, please contact one of the following:

Colleen Wood
Assistant Vice President for Student Affairs
Associate Dean of Students
Title IX Coordinator
Argyros Forum 101
One University Drive
Orange, CA 92866
cwood@chapman.edu
(714) 997-6721

Lauren Lockwood
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
llockwood@chapman.edu
(714) 532-5056

Stephen Heggem
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
heggem@chapman.edu
(714) 532-6039

Cody Garcia-Pusateri
Program Coordinator for Student Affairs
Argyros Forum 205
One University Drive
Orange, CA 92866
garciapusateri@chapman.edu
(714) 516-5649

Reporting to Law Enforcement

The university supports and will assist with any complainant who wishes to file a report with law enforcement and will inform that individual of this reporting option. Complainants are encouraged to contact local law enforcement in the city where the incident occurred, but it is their choice whether or not to report to law enforcement. If an individual reports an alleged incident to law enforcement, the university will cooperate with any investigation to the extent possible under federal and state law.

Individuals may report to:

911 (for emergencies)

Orange Police Department: (714) 744-7444

Irvine Police Department: (949) 724-7000

Anaheim Police Department: (714) 765-1900

An individual over the age of 18 has a right to report or to not report prohibited conduct to law enforcement.

An individual who wishes to report prohibited conduct to the university Department of Public Safety may contact Public Safety directly at (714) 997-6763. When prohibited contact is reported to Public Safety, Public Safety immediately notifies the Director of Employee Care and/or the Title IX Coordinator, and the appropriate law enforcement agency. Students over the age of 18 can request that their name not be shared with law enforcement and Public Safety will honor that request.

Obtaining a Restraining Order or Other Order of Protection

You may also access a restraining order through the legal system. If you wish for assistance in applying for such an order, please contact the Director of Employee Care, the Associate Vice President for Student Affairs and/or Public Safety. Should a student or employee obtain a restraining order against another individual, the student or employee is encouraged to share that information with the Director of Employee Care, the Associate Vice President for Student Affairs and/or Public Safety so that the university can be prepared to assist in the enforcement of the restraining order.

Reporting to Government Agencies

University employees, including student employees, who feel they may have been subjected to unlawful harassment or discrimination may also file a complaint with any of the following:

[Department of Fair Employment and Housing \(DFEH\)](#)

320 West 4th St., Suite 1000
Los Angeles, CA 90013
Phone: (800) 884-1684 (TTY: (800) 700-2320)
Email: contact.center@dfeh.ca.gov

[U.S Equal Employment Opportunity Commission \(EEOC\)](#)

Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
Phone: (800) 669-4000 (TTY: (800) 669-6820)
Email: info@eoc.gov

Employees, students and third parties to the university may file a complaint with the following:

[U.S. Department of Education Office for Civil Rights](#)

50 United Nations Plaza
Mailbox 1200, Room 1545
San Francisco, CA 94102
Phone: (415) 486-5555
TDD: (800) 877-8339
Fax: (415) 486-5570
Email: OCR.SanFrancisco@ed.gov

File a Complaint with the University

University students, employees, applicants and all other members of the university community may submit a complaint alleging discrimination, harassment and/or retaliation by a staff or faculty member via the EOO's online reporting form, [here](#). Additionally, complaint submissions can also be submitted via email to eo@chapman.edu.

A complaint should:

- Include the name of the Respondent (if known);
- Describe with reasonable specificity the conduct the Complainant believes violated university policy, including, if applicable, the date, time and location of the conduct (if known);
- Be in the Complainant's own words, although the Complainant may have assistance in preparing the complaint and may attach relevant documentation;

Following the receipt of a complaint (or report), EOO will request a meeting with the Complainant to review the applicable policy and procedures, and discuss supportive measures. EOO welcomes the discussion of these things ahead of a report or complaint being filed, should the Complainant prefer.

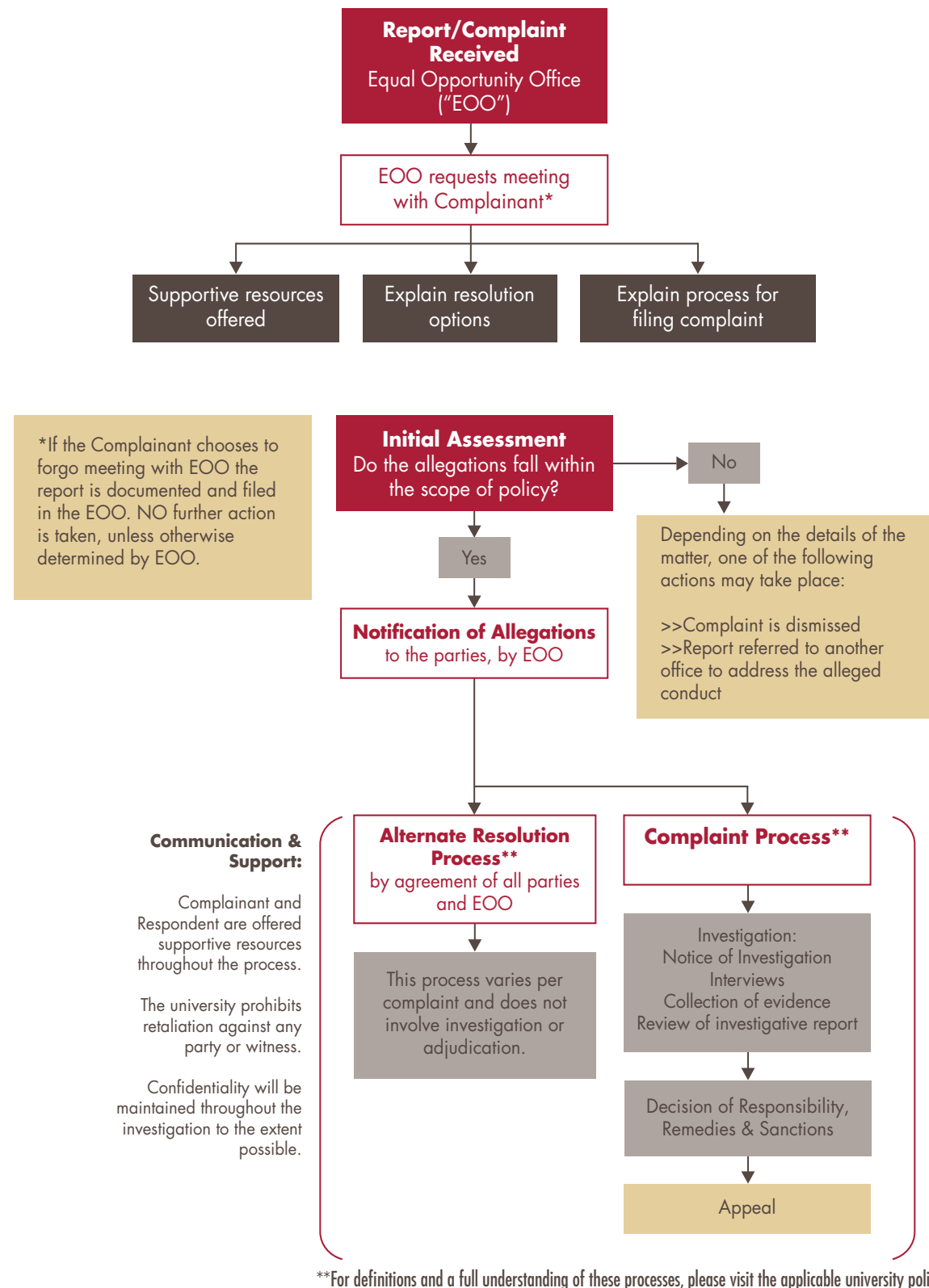
Alternative Resolution

At the request of an involved party, and with the agreement of the other party(ies), some conduct reported under this policy may be addressed by alternative resolution. The goals of alternative resolution are to address reported behavior, prevent recurrence, and remedy effects without completing a formal investigation and hearing process. It is flexible by nature and tailored to the specific circumstances of a particular case. Alternative resolution will be considered only when consistent with institutional values, legal obligations and the voluntary, mutual agreement of all involved parties, including the university. Alternative Resolution is not available to resolve allegations that an employee sexually harassed a student.



Navigating Chapman University's Discrimination, Harassment and Retaliation Prevention Policy

This flowchart provides a visual representation of the processes available under this policy.



IV. APPENDIX

Definitions of Prohibited Conduct

The university prohibits harassment and discrimination against its employees on the basis of race (including hair texture and protective hair styles), ethnicity, color, religion (including religious dress and grooming practices), creed, ancestry, national origin, age, medical condition, physical or mental disability, sex, sexual orientation, gender (including sexual harassment, gender identification, gender expression, transgender or LGBTQIA+ status), genetic information, marital status (including registered domestic partner status), military and veteran status, lawful change of name, Social Security Number or federal employment authorization document, receipt of Medi-Cal coverage, California driver's license with a "federal limits apply" notation, or any other characteristic protected by local, state or federal law. Discrimination or harassment on the basis of sex includes harassment or discrimination on the basis of pregnancy, childbirth, or related medical conditions, breastfeeding, and conditions related to breastfeeding.

Retaliation

Retaliation is an adverse action that is taken because of an individual's participation in any process under the university's Policy on Sexual Harassment Prohibited by Title IX and/or Discrimination, Harassment and Retaliation Prevention Policy.

The university will not retaliate, nor will it tolerate retaliation, against individuals who make good faith reports about discrimination, harassment or retaliation in the workplace, whether internally or to an outside agency, or who participate in any workplace investigation under this policy.

Harassment in Employment

Harassment under this policy means any unwelcome behavior that is reasonably regarded as offensive that is based on a protected category listed above that:

1. Sufficiently offends, humiliates, distresses or intrudes upon its victim, so as to disrupt the victim's emotional tranquility in the workplace, or
2. Affects the victim's ability to perform the job as usual, or
3. Otherwise interferes with and undermines the victim's personal sense of well-being.

A single incident of harassing conduct may create a hostile work environment if the harassing conduct has unreasonably interfered with the victim's work performance or created an intimidating, hostile or offensive work environment.

Whether or not the person meant to give offense or believed their comments or conduct were welcome is not significant. Rather, the policy is violated when other individuals, whether recipients or mere observers, are actually offended by comments or conduct based on any protected category and the conduct is considered offensive by a reasonable person.

Examples of conduct based on a protected category that may constitute harassing conduct may include but are not limited to:

- Making gestures, threats, derogatory comments or slurs that may be reasonably regarded as offensive to individuals in a particular group
- Bullying behavior that is threatening, intimidating, verbally abusive or results in other disruptive actions in the workplace
- Displaying derogatory objects, photographs, cartoons, calendars or posters



Sexual Harassment in Employment

Sexual harassment under this policy is a particular type of harassment. Certain types of sexual harassment may also be addressed by the university's Policy on Sexual Harassment Prohibited by Title IX. If the sexual harassment is by a student, it may also be addressed by the university's Student Sexual Misconduct Policy or the Student Code of Conduct.

Under this policy, prohibited sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct:

- Is made a condition of employment or employment decision (Quid Pro Quo); or
- Meets the definition of harassment as stated above (Hostile Work Environment).

Examples of conduct that may constitute prohibited sexual harassment may include but are not limited to:

- Unwanted physical touching;
- Telling sexually explicit jokes or stories;
- Making comments or gestures reasonably regarded as lewd or offensive;
- Displaying sexually suggestive objects, cartoons or pictures;
- Sending sexually explicit messages by letter, notes, electronic mail, social media posting or telephone;
- Making unwelcome comments reasonably regarded as offensive about a person's body, physical appearance or clothing;
- Frequent use of unwelcome terms of endearment; or
- Repeatedly asking an individual for a date or meetings outside of working hours after they have indicated an unwillingness to go.

The university also prohibits sexual assault, dating violence, domestic violence and stalking based on sex by and against its employees. If this conduct does not fall under the jurisdiction of the university's Policy on Sexual Harassment Prohibited by Title IX or the Student Sexual Misconduct Policy for students, the university reserves the right to address this conduct under the procedures of this policy, using the same definitions of prohibited conduct as the Policy on Sexual Harassment Prohibited by Title IX and the definition of affirmative consent. If reported conduct is covered under the Violence Against Women Reauthorization Act of 2013 amendments to the Clery Act, but

is not included within the scope of the university's Policy on Sexual Harassment Prohibited by Title IX, the obligations under the 2013 amendments to the Clery Act will apply. In these cases, as required by VAWA, the parties shall be entitled to have an advisor of choice at any meetings or proceedings and to receive simultaneous notice of the outcome and results and the available appeal procedures. The university's victim's resource packet is available from the Director of Employee Care.

Harassment of Students by Employees

In addition to the conduct prohibited by the [university's Policy on Sexual Harassment Prohibited by Title IX](#), employees may not engage in specific forms of prohibited conduct against the university's students, including: harassing conduct by an employee (e.g. physical, verbal, graphic or written) that is so sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of a student to participate in or benefit from the services, activities or privileges provided by the university. Employees are additionally prohibited from engaging in "sexual harassment" of students, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) submission to the conduct is explicitly or implicitly made a term or a condition of a student's employment, academic status or progress; (b) submission to, or rejection of, the conduct by a student is used as the basis of academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the student's academic performance, or of creating an intimidating, hostile or offensive educational environment; (d) submission to, or rejection of, the conduct by a student is used as the basis for any decision affecting a student regarding benefits and services, honors, programs or activities available at or through the educational institution.

Complaints by students (except student-employees who are making a complaint in their capacity as employees) against employees will use the above definitions and shall be resolved pursuant to this policy unless otherwise covered by the [university's Policy on Sexual Harassment Prohibited by Title IX](#).

Discrimination in Employment

The university also prohibits discrimination based on lawfully protected categories. This is separate from harassment. Discrimination occurs when an employee treats other employees differently based on protected categories while performing acts that are in the course and scope of employment of the person committing discrimination. Complaints of discrimination shall be processed under this policy.

General Definitions

Complainant: An individual who is alleged to be the victim of conduct that could constitute a violation of the university's Discrimination, Harassment and Retaliation Prevention Policy.

Respondent: An individual who has been reported in a complaint that could constitute a violation of the university's Discrimination, Harassment and Retaliation Prevention Policy.

Complaint: Information submitted to the university alleging a violation of the university's Discrimination, Harassment and Retaliation Prevention Policy. *Under this policy the terms "Complaint" and "Report" are synonymous as they both indicate the process of submitting allegations to the Equal Opportunity Office or an employee of the university.*





Equal Opportunity Office

DeMille Hall-Room 140
One University Drive
Orange, CA 92866
EO@Chapman.edu



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