



## WOODRUFF MEDICAL AND WELLNESS TRAINING

1927 LAKESIDE PARKWAY, TUCKER, GA 30084

(404) 499-1777 [WWW.WOODRUFFMEDICAL.EDU](http://WWW.WOODRUFFMEDICAL.EDU)

### Sexual Harassment and Assault

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission (“EEOC”) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment/enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual’s performance or of creating an intimidating, hostile or offensive environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one’s sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual’s body;
- physical assault;
- unwanted sexual compliments, innuendos, suggestions, or jokes; or
- the display of sexually suggestive pictures or objects.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit to that misconduct to keep his or her position, to receive appropriate pay, or to benefit from a certain employment decision. If this type of misconduct interferes with an employee’s or student’s work, or creates an intimidating, hostile, or offensive work environment for an employee or student, it may be considered harassment.

**HARASSMENT COMPLAINT PROCEDURE:** WMWT expects that everyone will act responsibly to establish a pleasant and friendly teaching environment. However, if an employee/student feels he or she has been subjected to any form of harassment or assault, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The student also should report any assault or harassment to his or her immediate instructor or Campus Director. Likewise, if a student witnesses another student harassing or assaulting another individual, the employee/student should report that conduct as well. The investigation of the assault or harassment claim will begin immediately by locally appointed professionals, whether Genesis employees or not, who receive annual training on issues related to sexual harassment and assault crimes. It is important to preserve the evidence for proof of the harassment or assault. If the victim of harassment or assault feels the incident was criminal in nature a school official will immediately notify the proper law enforcement agencies. Students and employees have the



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option to notify the local police directly. School personnel will assist the student in notifying the local police upon request.

A prompt, fair and impartial proceeding will be conducted by officials who do not have a conflict or bias with either party. The proceeding will be consistent with the Genesis policies and transparent to both the accuser and accused. If meetings are necessary, timely notice will be given to both parties, of which either or both may be present. Both parties, as well as appropriate officials, will have timely and equal access to any information that will be used during the informal and formal proceedings.

WMWT will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or assault complaint will include an interview with the accuser and the accused. Both are entitled to the same opportunities to have others, such as an advisor of their choice, present during disciplinary proceedings and both will be informed of the outcome of any disciplinary proceeding. A final determination from the investigation will be made by the Genesis Board of Directors. Notification of this determination will be made in writing and delivered simultaneously to both parties. Sanctions imposed because of the final determination may include disciplinary action including and up to termination of enrollment. If there is suspicion or evidence of criminal activity found during the investigation WMWT will notify the local police immediately.

WMWT will change the academic situation, as reasonable, of a student victim of an alleged sexual offense. In doing so, the student must request the changes in writing. Options for those changes will be discussed confidentially with the Director of Education.

A reasonably prompt resolution of each complaint will be reached and communicated to the employee/student and the other parties involved. Either party may extend the timeframe through written request which should include reasons why. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. **Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited.** However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination.

Occasionally, talking with a supervisor about harassment is not an option. If an employee or student feels uncomfortable approaching one of these individuals, or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the company President, Richard Bundy at [rbundy@genesiscareer.edu](mailto:rbundy@genesiscareer.edu).

Please note that it is the school's responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all WMWT students and staff feel that our campuses are a safe and friendly place to learn and work.



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Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

Information regarding registered sexual offenders for campus communities can be found by visiting the following web site: <http://gbi.georgia.gov/georgia-sex-offender-registry>

**SERVICES FOR VICTIMS:** If any student, staff or faculty has been a victim of sexual harassment or assault, counseling services will be available on and off campus. For more information on counseling services and sexual misconduct awareness programs contact Karrie Kulick, Director of Academics at [kkulick@genesiscareer.edu](mailto:kkulick@genesiscareer.edu) or by calling (615) 627-4725.