

DATE: November 1, 2011

TO: All MSUM Employees

FROM: Edna Mora Szymanski

RE: Commitment to Civility in Our Work and Learning Environment

As President of Minnesota State University Moorhead, I am firmly committed to achieving a campus climate that is free of discrimination, harassment, and violence; and where mutual respect and dignity of and by all employees is the expected form of behavior. One guide to the creation and maintenance of this type of environment is the policy adopted by the Board of Trustees of the Minnesota Colleges and Universities system that prohibits discrimination and/or harassment of an individual on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission or defined by law is prohibited. MSU Moorhead follows the system's policy. A copy of this policy and the procedure for reporting violations of the policy are available at:

1B.1 Nondiscrimination in Employment and Education Opportunity Policy

<http://www.mnscu.edu/board/policy/1b-01.pdf>

1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure

<http://www.mnstate.edu/affirm/policies/mnscu1B11.pdf>

I wish to remind all employees of the 1B.1 Nondiscrimination Policy and 1B.1.1 Complaint Procedure regarding consensual relationships. Specifically, romantic or sexual relationships between employees and students or employees over whom the employee exercises direct or significant authority or influence are prohibited.

If an individual reports that he or she is in a consensual relationship, the supervisor should work with the Human Resources Office to reassign evaluative authority if possible. For additional information see Part 3 of the 1B.1 Nondiscrimination Policy and Part 3 of the 1B.1.1 Complaint Procedure. Employees who are members of the same household should also refer to the Board of Trustees' Nepotism Policy 4.10. A copy of the Nepotism Policy is available at <http://www.mnscu.edu/board/policy/410.html>.

We also have the following policies and procedures in place to address incidents of general harassment and violence.

General Harassment Policy and Procedure

<http://www.mnscu.edu/board/policy/carryforward/su717.html>

Zero Tolerance of Workforce Violence Policy and Plan

<http://www.mnstate.edu/humanres/policy/files/violence.doc>

Sexual Violence Policy and Procedure

<http://www.mnstate.edu/security/sexualviolencepolicy.pdf>

If you have questions or feel that you have been discriminated against, harassed, or have experienced violence, or if you know of someone who has, please contact one of the following people for assistance:

Ashley Atteberry, Director of Student Conduct & Resolution/ Title IX Coordinator  
Owens 206  
477-2174 (Voice)

Greg Lemke, Director of Public Safety  
1616 9<sup>th</sup> Ave. S.  
477-5869 (Voice)

Mary Muenchow, Director of Human Resources  
Owens 214  
477-2067 (Voice)

Donna Brown, Assistant Vice President of Student Affairs for Diversity and Inclusion/Affirmative Action  
CMU 114  
477-2721 (Voice)

For TTY communication, contact the Minnesota Relay Service at 1-800-627-3529.

The University's commitment is to provide appropriate support to anyone who reports a complaint, while recognizing the rights of the accused. Even though confidentiality cannot be guaranteed, every effort will be taken to ensure confidentiality, to the extent possible, and provide effective remedies, including protection from retaliation.

With your help, we can work together to provide a campus environment that is free of discrimination, harassment, and violence.