

sufficient support for each asserted ground. Failure to follow the guidelines or to provide sufficient support for the asserted grounds will result in determining that only certain asserted grounds should be submitted for review by appellate decision-maker or that the appeal should be dismissed without further proceedings.

When an appeal letter is accepted, the other party will be given a copy of the appeal letter and the opportunity to submit a written response within five University business days.

Appeals will be decided by an independent appellate decision-maker who is free from conflict of interest and bias, and did not serve as investigator(s), Title IX Coordinator, or decision-maker in the original hearing. The appellate decision-maker shall review the appeal based on the written record, without a hearing.

The appellate decision-maker's decision will be communicated concurrently in writing to both the respondent and the complainant, normally within five University business days of the appeal hearing and include rationale for the decision. The appellate decision-maker is final, and no further appeal is permitted by either party.

8.8 Sex-based Harassment and Discrimination Policy

This policy outlines how the University will prevent sex-based harassment and discrimination; the process for reporting sex-based harassment, discrimination, or retaliation; and the procedures for adjudicating allegations of that nature for all members of the University community. The University will interpret and apply this Policy based on any judicial orders or outcomes and in accord with any updated guidance regarding the implementation of Title IX regulations from the Office of Civil Rights or any updated guidance or laws from the state of Maryland regarding sex-based harassment and discrimination policies. View the complete policy at <https://www.loyola.edu/departments/title-ix-bias/title-ix/about/policy.html>.

8.9 Workplace Violence

Workplace violence is an attempt, threat, or actual conduct of endangering the health or safety of campus community members (faculty, staff, administrators and students) or visitors. It also includes any threatening statement, harassment, or behavior that gives a campus community member or visitor reasonable cause to believe that their health or safety is at risk. Safety and security are personal and shared responsibilities. The collective involvement of every member of the University community is essential. Everyone is called on to report inappropriate behavior immediately to public safety (ext. 5911).

The University strives to provide a safe campus and workplace for the entire University community. To ensure a safe workplace and to reduce the risk of violence, all employees should review, understand, and comply with the provisions of this workplace violence policy.

Prohibited Conduct

Loyola does not tolerate any type of workplace violence committed by employees against other employees, students, visitors, vendors, or contractors. Employees are also prohibited from making threats or engaging in violent activities. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- causing physical injury to another person;
- making threatening remarks;
- derogatory comments made about a person's race, gender, religion, sexual orientation that would be perceived by a reasonable person as threatening;
- making veiled comments that would be perceived by reasonable persons as threatening;

- aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- intentionally damaging employer property or property of another employee;
- possession of a weapon while on University property or while on University business;
- violating the University Firearms and Weapons Policy

Reporting Procedures

Any immediately dangerous situation must be reported to the campus police (ext. 5911) or state, county or city police (911).

Incidents of alleged domestic violence, dating violence, stalking, as well as harassment based on protected classifications, are addressed using the Harassment and Discrimination Policy and Procedures in section 8.6 of this Manual. For additional information on the University's response to sexual assault, including domestic violence, dating violence and stalking, refer to section 19 of the Clery Report found at <http://www.loyola.edu/departments/publicsafety/reporting/annual-security-report>.

Any potentially dangerous situation must be reported to a supervisor/department chair or the human resources office. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. The University will actively intervene at any indication of a possibly hostile or violent situation. A single serious employee violation of this policy may result in termination without warning.

Risk Reduction Measures

Hiring: The human resources office takes reasonable measures to conduct background investigations to review candidates' backgrounds and reduce the risk of hiring individuals with a history of violent behavior.

Blue Light Emergency Notification Stations are positioned throughout the property (see Section 7.23)

Individual Situations: While Loyola does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform the human resources office if any employee exhibits behavior which could result in a potentially dangerous situation. Such behavior includes:

- discussing weapons or bringing them to the workplace;
- displaying overt signs of extreme stress, resentment, hostility, or anger;
- making threatening remarks;
- sudden or significant deterioration of performance; and
- displaying irrational or inappropriate behavior.

Employees at Risk: The human resources office will inform the campus police of any individuals who have been determined to be at risk for becoming victims of violence because they were subject to harassment, violence, or threats from an employee. Human resources will work quickly to discipline any employee threatening another and campus police will design a plan with at-risk employees to prepare for emergency situations. Departments are encouraged to develop specific protocol to suit their own unique situations and clients should an individual become violent in the workplace.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts on the employer's premises will be reported to the proper authorities and fully prosecuted.

8.10 Interaction with Students

Because the University is in the business of serving students, many employees have extensive student contact through the daily operation of their offices. Employees shall engage students in a generally accepted proper business manner. Inappropriate socializing with students is grounds for discipline, up to and including termination.

8.11 Consensual Relationships Policy

The Core Values of the University include the pursuit of academic excellence, a focus on the holistic growth and development of each unique individual, and an abiding commitment to honesty and integrity. Consistent with the Core Values, consensual romantic and/or sexual relationships (hereinafter referred to as consensual relationships) between University employees and students are to be avoided where the employee has (or reasonably could have) professional responsibility for the student's academic performance or professional future. Such relationships, without regard to who initiated them, create the potential for favoritism, exploitation, or the appearance of either, and may limit the student's future educational opportunities.

For purposes of this policy, "employee" includes faculty, staff, administrators, and graduate assistants, but not undergraduate student employees. "Professional responsibilities" include but are not limited to: teaching, academic advising, mentoring, coaching, moderating a student organization or activity, serving on an evaluation or awards committee, serving on a dissertation committee, supervising research, and supervising a student employee.

Employees are considered to have potential professional responsibility for undergraduate students. Thus, consensual relationships between employees and undergraduate students are prohibited.

With respect to graduate students, consensual relationships are prohibited in cases where the employee has, or reasonably can expect to have, professional responsibility for that student.

In the case of a pre-existing consensual relationship, employees are expected to remove themselves from positions of professional responsibility with respect to the student. Thus, the employee should resign from any committee (e.g., dissertation, honors) affecting the student, refrain from writing letters of reference or recommendation for the student and avoid or remove themselves from any other position of professional responsibility with respect to the student. In cases where it is not feasible for the employee to remove themselves or where such removal would be harmful to the student, the employee should submit a request for an exception from this paragraph to the vice president of the division in which the employee works.

Violation of this policy by an employee is considered a breach of professional ethics and may result in disciplinary action.

NOTE: This policy governs mutual, consensual relationships. Unwelcome sexual advances or other forms of sexual harassment are prohibited by the University's harassment and discrimination policy.

8.12 Drug-free Workplace

All persons employed by the University are responsible for performing their duties effectively and safely