

EEO Policies

Wingate University is committed to maintaining a respectful and professional work environment for all employees. In keeping with this commitment, Wingate University has several policies that govern and support our commitment to maintaining a respectful work culture. These policies include: Equal Employment Opportunity and Non-Discrimination Policy, Anti-Harassment Policy, Disability & Reasonable Accommodation Policy, Complaint Procedure, and Wingate Listens Open-Door Policy. Each employee is responsible for being familiar with each policy and acknowledging these policies on an annual basis. Additionally, employees should refrain from engaging in conduct contrary to each of these policies.

1. Equal Employment Opportunity / Non-Discrimination Policy. It is the policy of Wingate University to provide equal employment opportunities to all employees and employment applicants without regard to unlawful considerations of race, color, religion or creed, gender, sex (including pregnancy), national origin or ancestry, ethnicity, citizenship status, genetic information, military or veteran status, age, and physical or mental disability, or any other classification protected by applicable local, state, or federal laws.

This policy applies to all aspects of employment including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

Reasonable accommodation is available for qualified individuals with disabilities in accordance with applicable federal, state, and local law.

Wingate University expects all employees to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and retaliation.

In the event you believe that a violation of this policy has occurred, please follow the Complaint Procedure. University staff will investigate your complaint and take appropriate remedial action.

No one will be subject to, and the University prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of discrimination of any kind, pursuing any discrimination claim, or cooperating in related investigations.

Anyone who violates this policy will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

2. Anti-Harassment Policy. Wingate University is committed to providing a work environment free of sexual harassment or any other form of unlawful harassment, discrimination, or retaliation.

Harassment or unlawful discrimination against individuals on the basis of race, color, religion or creed, gender/sex, pregnancy, national origin or ancestry, ethnicity, citizenship status,

genetic information, military or veteran status, age, and physical or mental disability, or any other characteristic protected by applicable local, state, or federal laws is illegal and prohibited by Wingate University policy. Such conduct by or towards any employee, contract worker, customer, vendor, or anyone else who does business with the University will not be tolerated.

Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of employment or engagement. To the extent a customer, vendor, or other person with whom Wingate University does business engages in unlawful harassment, discrimination, or retaliation, the University will take appropriate action to remedy the situation.

(a) Prohibited Conduct

- (i) Sexual Harassment. Wingate University expressly prohibits any form of unlawful harassment based on a characteristic protected by law, including but not limited to sexual harassment. Unlawful interference with the ability of University employees to perform their expected job duties will not be tolerated.

Specifically, with regard to sexual harassment, Wingate University prohibits unwelcome

(A) sexual advances or requests for sexual favors; and

(B) all other verbal, physical, or visual conduct of a sexual nature, particularly where

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement,
- submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement, or
- it creates a hostile or offensive work environment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, lewd, vulgar or obscene remarks, jokes, posters or cartoons, and any unwelcome touching or other verbal or physical conduct of a sexual nature.

- (ii) Other Forms of Harassment. Other forms of unlawful harassment or discrimination are also strictly prohibited. Such unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, religion, color, national origin, sex, age, disability, genetic information, military status, or any other characteristic protected by applicable local, state, or federal laws.

Prohibited harassment can occur in person, on a mobile device, through the use of Wingate University's electronic communications system, or through other online conduct.

- (b) **Complaint Procedure and Anti-Retaliation.** Wingate University strongly urges the reporting of all harassment, discrimination, and retaliation. In the event you believe that a violation of this policy has occurred, please follow the Complaint Procedure. University staff will investigate your complaint and take appropriate remedial action.

No one will be subject to, and the University prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reports or complaints of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations.

This description is illustrative only, not exhaustive. All forms of harassment are prohibited both in the workplace and at employer-sponsored events.

- 3. Anti-Retaliation Policy.** Wingate University prohibits retaliation against any individual who reports harassment or discrimination. Retaliation is an adverse action against an employee because the employee brings a workplace concern or complaint to the University's attention or provides information to University staff regarding a workplace concern or complaint.

If you believe that you have been retaliated against, we encourage you to follow the Complaint Procedure. University staff will investigate your complaint and take appropriate remedial action. This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of applicable federal or state laws or regulations, or making other disclosures to the government protected under the whistleblower provisions of applicable federal or state laws or regulations.

Anyone who engages in retaliation will be subject to disciplinary action, up to and including termination of employment.

- 4. Disability and Reasonable Accommodation Policy.** Wingate University is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) and its corresponding state and local laws. It is our policy not to discriminate against any qualified employee or applicant because of that individual's disability or perceived disability. In line with this policy of non-discrimination, we will provide reasonable accommodations to qualified individuals with a disability, as defined by the ADA or applicable state or local law, who have made us aware of their disability.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Department. The University encourages individuals with disabilities to come forward and request reasonable accommodations. Employees are encouraged to make requests for reasonable accommodations in writing and should include relevant information such as a description of

the accommodation being requested, the reason the accommodation is needed, and how the accommodation will help the employee perform the essential functions of his or her job. The University makes determinations about reasonable accommodations on a case-by-case basis considering various factors based on an individualized assessment of each situation.

Wingate University expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

In the event you believe that a violation of this policy has occurred, please follow the Complaint Procedure. University staff will investigate your complaint and take appropriate remedial action.

- 5. Complaint Procedures.** Employees can opt to report concerns directly to University staff, or to use the University's anonymous reporting service.

Reporting Directly

Employees who feel that they have been harassed, discriminated, or retaliated against, or who witness any such conduct by an employee, contract worker, customer, vendor, or anyone else who does business with the University, should immediately report such conduct to their supervisor, any other member of management, or Human Resources.

In response to every complaint, University staff will review and investigate the matter and, if it concludes that improper conduct occurred, take appropriate corrective action.

In certain circumstances, the University may direct employees to keep an employee's complaint and any related investigation confidential or as confidential as possible to further the goals of federal, state, and local harassment and discrimination laws. Moreover, nothing contained in any such confidentiality directive or in this Complaint Procedure is intended to prohibit employees from discussing terms and conditions of employment with others, reporting to any government agency, including the National Labor Relations Board and the Equal Employment Opportunity Commission or parallel state agency, possible violations of federal or state law or regulation, or making, to any government agency, any other disclosures that are protected under the whistleblower or any other provisions of federal or state law or regulation.

Wingate University expects all employees to cooperate with University investigations. The University will not retaliate against employees for opposing or reporting unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding, or hearing conducted by the University or a government agency with respect to such complaints. The University will take disciplinary action, up to and including the termination of any employee who retaliates against another employee for engaging in any of these protected activities.

Wingate University will take prompt and effective remedial action if it determines that an employee knowingly made a false claim of discrimination, harassment, or retaliation.

Any employee who has questions about this policy or requires further information on the subject of sexual or other harassment or discrimination should contact Human Resources.

Reporting Anonymously

If an employee would rather report a concern or incident anonymously, Wingate has partnered with a campus reporting service to provide this option. Employees can call the toll-free number 866-943-5787 or use the web portal at <https://www.lighthouse-services.com/CCH2747>.

The employee can confidentially report the information, and may choose to provide an email address in order to follow the case. A case number will be assigned to each contact, and the information forwarded to designated University staff. The University's response to the incident will be emailed to the reporting employee within three business days.

The types of concerns/incidents include, but are not limited to

- Unethical business practices, harassment, embezzlement, hazing, fraud, security or internet policy abuse, workplace bullying, hate messages, retaliation, waste of institutional resources, Faculty/Staff Handbook violations, ADA violation, NCAA violation, and safety concerns.

- 6. Wingate Listens Open-Door Policy.** In an organization as dynamic and creative as Wingate University, disagreements among employees or between managers and employees will occasionally arise. In most situations, the individuals directly involved will resolve those disagreements. If that cannot be accomplished, Wingate Listens Open-Door Policy provides an effective path towards resolution. If you have a job-related problem, complaint, or suggestion, you are encouraged to speak to your supervisor or any member of management at a mutually convenient time.

We encourage all our employees to use Wingate Listens to resolve any work-related problems or concerns. This policy is not intended to prohibit employees from discussing terms and conditions of employment with others, reporting to the government possible violations of federal law or regulation, or making other disclosures to the government protected under the whistleblower provisions of federal law or regulation.

This procedure should not be construed as preventing, limiting, or delaying the University from taking appropriate disciplinary action against any individual, up to and including termination, in circumstances where the University deems such action appropriate.