

BOWLING GREEN STATE UNIVERSITY DRUG FREE WORK PLACE POLICY

It is the intent and obligation of Bowling Green State University to provide a drug-free work environment.

Employees must, as a condition of employment abide by the terms of the policy and report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within (5) days after the conviction (this requirement is mandated by the Drug-Free Workplace Act of 1988).

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbooks/Charter.

- I acknowledge I have received the BGSU Drug-Free Workplace Policy and as a condition of employment, I agree to read and abide by the terms of BGSU's Drug-Free Workplace Policy.

SEXUAL HARASSMENT POLICY STATEMENT AND GRIEVANCE PROCEDURES

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students, and is in keeping with the spirit and intent of guidelines or discrimination because of sex.

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbook.

- I received the information brochure on BGSU's Sexual Harassment Policy Statement and Grievance Procedures and understand the policy and agree to abide by the terms of the policy.

CAMPUS SECURITY ACT

The security of all members of the campus community is of vital concern to Bowling Green State University. Information regarding crime prevention advice, the law enforcement authority of the University Police, policies concerning the reporting of any crimes which may occur on the campus, and crime statistics for the most recent 3-year period may be requested from the Bowling Green State University Department of Public Safety, Crime Prevention Unit, Bowling Green, OH 43403.

- I received information on the Campus Security Act.

FAMILY MEDICAL LEAVE ACT OF 1993

Bowling Green State University understands the importance of family issues in today's workforce. Provided is information regarding the Family Medical Leave Act of 1993 (FMLA), should an employee find it necessary to take leave to address certain obligations or his/her own serious health condition or that of an immediate family member. FMLA provides eligible faculty and staff with up to 12 work weeks (or 26 work weeks to care for a covered service member recovering from a serious injury or illness incurred in the line of duty on active duty) of leave during any 12-month period. Any medical leave of absence that is over three days in duration, requires hospitalization or is related to a chronic, re-occurring condition will run concurrently with the Family Medical Leave Act, as long as proper medical documentation is provided.

- I received information on the Family Medical Leave Act.

Employee Signature

Printed Name

Department

Date

SUBSTANCE ABUSE POLICY

In order to ensure the University's commitment to a quality educational and work environment, every employee and student has a right to work and learn in an environment free from the effects of drugs and alcohol.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance which may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the university on institutional property or any of its activities.

It is the responsibility of each student and employee to adhere to this policy. If a violation of this occurs, support programs will be available, if appropriate. Disciplinary action will be taken up to and including dismissal or expulsion from the university and possible criminal prosecution.

DRUG FREE WORK PLACE

It is the intent and obligation of Bowling Green State University to provide a drug-free work and learning environment.

Adopted Board of Trustees adopted the following policy on May 10, 1991 regarding this.

CAMPUS WIDE DRUG AND ALCOHOL POLICY

In order to insure the University's commitment to a quality educational and work environment, every faculty member, employee, and student has a right to work and learn in an environment free from the effects of abuse of alcohol and other drugs.

Therefore, it is the policy of Bowling Green State University to prohibit the unlawful use, sale, dispensing, transfer, or possession of controlled substances, alcoholic beverages, drugs not medically authorized or any other substance that may impair an individual's academic or work performance or pose a hazard to the individual, public, students, or employees of the University on its property or at any of its activities.

It is the responsibility of each faculty member, employee, and student to adhere to this policy. If a violation of this policy occurs, support programs will be made available where appropriate. Disciplinary action may be taken up to and including dismissal or expulsion from the University and possible criminal prosecution. The University will make appropriate efforts to provide rehabilitative support before giving consideration to termination of employment as stipulated in Section B-I.C.3.c (old Section B-I,I) of the Academic Charter and Sections 124.34 and 3345.22-25 of the Ohio Revised Code. Substance Abuse Policy is located under the general student regulations Appendix B, #1, #17, #18, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on Bowling Green State University property or as part of any of its activities.

Employees must, as a condition of employment, abide by the terms of the university drug free work place policy, and report any conviction under a criminal drug statute for violations occurring on or off University premises while conducting University business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

BGSU

Sexual Harassment Policy

Statement and Grievance Procedures

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment.

III. Responsibilities

- A. On a university-wide basis, the Office of Equity & Diversity is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.
- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Office of Equity & Diversity.
- C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
- D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation that might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents that fall under the term "sexual harassment". They are intended to be responsive to the particular situation at hand and will be investigated as the allegations under review indicate.

A. Procedure for Complainant

1. Any individual who believes that he or she has been sexually harassed should contact the Office of Equity & Diversity. Staff in this office will initially discuss the matter with the complainant to ascertain as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is an AA/EEO basis for the investigation.

2. The staff of the Office of Equity & Diversity will, as a general practice, seek a written statement of the allegations from the complainant, but a written statement is not required.
 3. The role of the Office of Equity & Diversity in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.
 - c. preparation of a complete investigative report of the complaint, including any recommendations for resolution, which shall be submitted, in writing, to the President or appropriate Vice President for administrative action. Results of the investigation will also be communicated to the complainant, respondent, and other appropriate individuals.
 4. If the complainant is not satisfied with the action taken by the Vice President, they may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the Vice President's decision. The President will review the appeal and respond, in writing, within ten (10) calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Equity & Diversity, and the appropriate Vice President—concerning the disposition of the appeal. The decision of the President is final.
- B. Procedure for Respondent
1. The role of the Office of Equity & Diversity in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the respondent
 - b. discussion with appropriate persons suggested by respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.
 - c. preparation of a complete investigative report of the complaint, including recommendations for resolution, which shall be submitted, in writing, to the President or appropriate Vice President for administrative action. Results of the investigation will also be communicated to the complainant, respondent, and other appropriate individuals. Records of all investigations are kept on file in the Office of Equity & Diversity in accordance with University policy, and appropriate state laws regarding record retention.
 2. If the respondent is not satisfied with the action taken by the Vice President, the respondent may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's decision. The President will review the appeal and respond, in writing, within ten (10) calendar days after receiving the appeal, to all parties—respondent, complainant, Director of Equity & Diversity, and the appropriate Vice President concerning the disposition of the appeal. The decision of the President is final.
 3. In investigating complaints of unlawful harassment and discrimination, the following principles will be adhered to:
 - a. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
 - b. The investigation will be conducted as fairly and expeditiously as possible.
 - c. In investigating complaints, every effort will be made to ensure confidentiality.
 - d. An individual bringing forth an honestly perceived complaint will not suffer any type of retaliation regardless of the outcome of the complaint.
 - e. The complaint will be resolved in a manner that is consistent with this policy and also fair and equitable to all parties concerned

Bowling Green State University

**Office of Equity & Diversity
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Bowling Green, OH 43403
(419) 372-8472
Fax: (419) 372-9533**

BGSU is an affirmative action and equal opportunity employer and educational institution

To participate in the on-line training course to prevent sexual harassment click [HERE](#)

The BGSU Department of Public Safety annually reports campus crimes to the FBI under the Uniform Crime Report. Additionally, pursuant to the Campus Security Act of 1990, the Department of Public Safety annually reports information to students and employees regarding institutional crime statistics. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by BGSU; and on public property within, or immediately adjacent to and accessible from, the campus. The statistics can be accessed by following the included link. A copy of the report can also be obtained by contacting the Department of Public Safety. To view the most recent reports click [HERE](#)