

# WORKING WITH ONE ANOTHER POLICY

Office of Equal Opportunity  
& the Human Resources Department

***Purpose:*** To establish uniform guidelines in order to promote a work and educational environment at Tufts University that fosters respect.

**Revised:** July 2012

**Applicability:** This policy applies to faculty, staff, applicants for employment, students, and community members.

## **I. POLICY STATEMENT**

Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment in education and employment regardless of a person's race; color; religion; sex; sexual orientation; gender; gender identity and expression; including a transgender identity; age; genetics; disability; veteran's status; ethnicity or national origin. In accepting either a faculty or staff position at Tufts, an individual agrees to share this commitment in the performance of his or her assigned responsibilities and in interaction with faculty and staff colleagues, students and community members. Similarly, students, by way of admittance into the Tufts community, also agree to share this commitment in their educational programs with other students, faculty, staff members and community members.

Tufts University strives to provide all staff and faculty with a work environment that is free of harassment or other unreasonable interference with the performance of their University duties. Tufts also strives to provide students and community members with an educational environment that is free of harassment or other unreasonable interference with the performance of their chosen academic responsibilities. We aspire to be a community in which mutual respect guides our day-to-day interactions. While the University respects an individual's right to self-expression, it expects that the rights and concerns of others who work and study at Tufts are respected as well. At Tufts, there is no place in the work or educational environment for conduct that demeans or belittles another person. For these reasons, harassment of any kind, including retaliation, is unacceptable.

## **II. RESOURCES**

### **EMPLOYEES**

For complete policies for employees, please refer to:

The Business Conduct Policy accessible on Tufts Finance Division's Website:

<http://finance.tufts.edu/business-conduct-policy/>

Tufts Employee Handbook:

<http://www.tufts.edu/hr/webcm/docs/handbooks/EmployeeHandbook.pdf>

### **FACULTY**

Please contact your dean for the grievance procedures for your school or department.

### **STUDENTS**

For more on student rights and responsibilities, please refer to the Student Handbook or Student Code of Conduct for the appropriate School or campus.

Graduate Student Handbook:

[http://gradstudy.tufts.edu/documents/graduate\\_student\\_handbook.pdf](http://gradstudy.tufts.edu/documents/graduate_student_handbook.pdf)

Undergraduate Education Student Handbook: <http://uss.tufts.edu/studentaffairs/handbook/>

Tufts University Code of Conduct:

<http://uss.tufts.edu/studentaffairs/codeofconduct/>