**Office of Physical Plant**

**Statement on Acts of Intolerance**

**There will be no verbal or written personal attacks on any individual or group of individuals based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran’s status. All employees are required to treat each other and all of the University community with respect and courtesy. Examples of unacceptable behavior include but are not limited to such actions as:**

1. Email sent with any degradation of any individual or group of individuals based on race, culture, religion, sexual orientation, or other group associations.
2. Racial or sexual joke told while on the job.
3. Any communication whether verbal or written meant to deny any University benefit to any individual or group of individuals based on race, culture, religion, sexual orientation, or other group associations.
4. Email that includes a personal attack on any individual.
5. Verbal communication that discriminates or includes derogatory language against an individual because of race, culture, religion, or sexual orientation.
6. Joke or verbal comments which degrades an individual because of sexual orientation
7. Personal verbal attacks against a person that includes any derogatory comment in relation to race or sexual orientation when that individual is not present.
8. Obvious physical gestures of disapproval behind the back of or in the presence of any individual because of sexual orientation, race, religion, or disability.
9. Insulting verbal comments or play-acting in relationship to physical characteristics of any individual or group of individuals.
10. Any kind of verbal or written communications that includes racial slurs, unkind language or other insulting nicknames or names.

**It is not acceptable to deny any individual any opportunity or benefit authorized by the University or Physical Plant based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran’s status. Examples of unacceptable acts include but are not limited to the following:**

1. To deny an individual a job promotion based on gender.
2. To deny an individual travel opportunity based on an individual’s sexual orientation.
3. To exclude an individual from participation in a project because of race.
4. To exclude an individual from an all-inclusive event such as a holiday lunch, office celebration or other event because of sexual orientation.
5. To deny an individual a work opportunity because of perceived gender ability differences.
6. To deny an individual Employee Benefit Association awards based on a person’s sexual orientation.
7. To deny an individual consideration for the Spirit of Physical Plant award because of religious beliefs or association.

Office of Physical Plant Statement on Acts of Intolerance (continued)

**It is not acceptable to treat work colleagues in a disrespectful manner in order to create a hostile environment. Examples include but are not limited to:**

1. Leaving intimating or derogatory newspaper articles in an anonymous fashion to tease or harass an individual.
2. Continual teasing of an individual or group of individuals in a mean spirited manner.
3. Isolating an employee from group work activities.
4. Sending or leaving anonymous notes that harasses individuals based on sexual orientation.
5. Making verbal comments of a sexual manner or any physical advances.
6. Physical contact in any hostile or threatening manner.
7. Ganging up against an individual or group of individuals because of personality conflicts or past issues.

University employees are prohibited by University policy and by state and federal law from engaging in behaviors, which create an offensive, hostile or intimidating working environment. These behaviors interfere with and undermine the respect and trust that must exist between co-workers in order to maintain a positive and productive work environment. As a University employee and a member of the Physical Plant work unit, each person is responsible for establishing and maintaining a professional relationship with others in full compliance with University policies and applicable laws.

**Process to Report Acts of Intolerance**

The following is the process to report any situations similar to the above or other forms of harassment, intolerance, or intimidation.

1. Speak up if you feel harassed or offended unless you feel uncomfortable doing so.
2. Document any events as much as possible to include time, the individual’s involved or present, date and description.
3. Employees:

Report the incident or environment to your immediate supervisor or Human Resources Staff.

HR Staff Phone Number Office No. Email

Ken Korbich 863-2508 101A OPP ktk1

Nicole Brown 863-0797 101B OPP ndb3

Supervisors:

Contact Human Resources staff to report incident or to request assistance in addressing a situation reported by an employee.

1. Any employee who for any reason does not want to discuss situations of intolerance or harassment with someone at Physical Plant is strongly encouraged to report using any one of the reporting options listed below.

* Office of Human Resources Employee Relations Division at **814-865-1412** or <http://ohr.psu.edu/employee-relations/>
* Office of Affirmative Action and Title IX Coordinator at **814-863-0471** or <http://www.psu.edu/dept/aaoffice/>
* Penn State Ethics and Compliance Hotline at 800-560-1637 or <http://hotline.psu.edu> . Both are anonymous and available 24/7
* Bias or discrimination, visit the report Bias website. [http://equity. psu.edu/reportbias](http://equity.psu.edu/reportbias)

1. Click on Link below for Message to all Faculty, Staff and Students about Reporting and Assistance Resources at Penn State.

<http://universityethics.psu.edu/resources-reporting-wrongdoing>

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