

# Student Code

## GIFT CARDS, GIFTS AND PRIZES POLICY

SLT 6.30

**Date of Last Update:**

January 07, 2021

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Business and Finance

### POLICY STATEMENT

**Gift Cards:** Tools for recognition and ensuring robust participation in events across the University remain a key element of a positive culture and contribute to robust experience for Students, Faculty, and Staff. To improve internal controls, gift cards at Grand Valley State University are prohibited with the exception of use by the Office of the President for student engagement(s)/events and for Research Administration through the Center for Scholarly and Creative Excellence (CSCE) for research participants, subject to the [procedures outlined on the Business and Finance website, section 305 and 305.1 respectively](#).

Gift cards are any card (electronic, gift certificate etc...) with a specified dollar value, including retail cards, e.g., Meijer, restaurants, VISA or other debit-style cards.

For students, including student employees, Grand Valley State University has established a de minimus threshold of \$25 for gifts cards and gift certificates. Any gift card or gift certificate of a value of \$25 or below does not need to be tracked for tax or for financial aid reporting purposes. For the purposes of this policy, gift cards or gift certificates are not considered a financial resource towards academic pursuit.

Note: This policy does assume some compliance risk with respect to Federal Financial Aid regulations and Federal tax rules but the risk is assessed as minimal when considering the administrative burden associated with tracking de minimus items used to provide appropriate performance recognition or random gifts during University events.

**NON-CASH GIFTS AND PRIZES (Excludes Gift Cards):**

**Non-Cash Gifts and Prizes (excludes Gift Cards):** Grand Valley State University has established a de minimus threshold of \$99 per year for non-cash gifts and prizes. Any non-cash gift or prize of a value of \$99 or below per person per year does not need to be tracked for tax reporting purposes. If gifts or prizes cumulatively exceed the \$99 threshold, the items are considered taxable wages, or for students, as Financial Aid, and Supervisors or Appointing Officers shall report this to the Payroll Office or the Financial Aid office, respectively.

The rationale for gifts, prizes, and items of recognition for employees and students of \$99 or less, constitute de minimis fringe benefits that are considered of such a small value that accounting for them is administratively impracticable.

Departmental apparel or other items that are of a marketing or departmental nature are not considered gifts or prizes for the purposes of this policy and should have a business purpose, such as aiding in the identification of an employee. Such items shall not exceed \$75 per year.

Campus Dining Cards may be purchased as performance recognition gifts, at incremental values of \$25 or less, for students, employees, or student employees. These are to be used infrequently, if at all, to show job performance appreciation and are not to be used as an ongoing gift or award. Campus Dining cards cannot be used as compensation for employment or as Financial Aid. Executive Officers, Appointing Officers and Supervisors shall track and ensure that cumulative de minimus thresholds are not exceeded for individuals and that Campus Dining Cards are not unintentionally being used as a financial aid resource for students.

This policy does not apply to sponsorships or donations.

**For non-employees:** If the total value of the gifts, prizes, awards or other occasion items noted above exceed \$600 in any calendar year, a 1099-NEC shall be issued. If the person is a U.S. citizen, a W-9 shall be filled out and submitted to the Accounts Payable Office. If the person is a foreign national or non-resident alien, a W-8BEN shall be filled out and submitted to Accounts Payable.

Any questions on this policy should be directed to the Business and Finance Department at 616-331-2831. Tax reporting questions should be directed to the Payroll Office at 616-331-2255. Questions concerning Financial Aid reporting should be directed to the Office of Financial Aid and Scholarships at 616-331-3234.

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## DISORDERLY CONDUCT POLICY

**Date of Last Update:**

February 23, 2021

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

**POLICY STATEMENT**

The University has adopted this policy in furtherance of the University's mission, for the protection of individuals and the University and to mitigate improper interferences with University activities.

This policy applies to all buildings, grounds, and other spaces owned or controlled by the University.

1. Unlawful Individual Activities. No person shall engage in any activity, individually or in concert with others, which causes or constitutes a disruption of University operations or activities, including obstruction of teaching, research, administration, or other activities, either outdoors or inside a classroom, office, or other place on which University operations or activities are conducted or held (hereafter "Campus"), nor shall any person in any way intimidate, harass, threaten, or assault any person engaged in lawful activities on the campus. This includes, but is not limited to, violations of the [Grounds and Facility Use Policy](#).
2. Conduct at Performances. No person shall disrupt or interfere with any authorized performance before an audience on the Campus, including concerts, plays, lectures, scientific demonstrations, athletic contests, and similar activities, by making of noise, blocking the view of others at the performance with signs or other items, engaging in disruptive behavior, throwing or dropping projectiles, entering upon the stage, playing field, or other performance area, or by any other means.
3. Public Events. No person shall enter or attempt to enter into any concert, theatrical performance, lecture, dance, athletic contest or other event contrary to the rules or qualification for eligibility for entry as established by the sponsors, or without a ticket, where required.
4. Loitering. No person shall loiter in an area of Campus that is not open to the public without prior authorization, or meddle with, tamper with, interfere with, move, damage or disconnect any property not their own.

If anyone believes someone's behavior violates this policy, they should contact the Department of Public Safety immediately.

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## **VIOLATION OF LOCAL, STATE OR FEDERAL LAW**

SLT 6.32

**Date of Last Update:**

February 23, 2021

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

### **POLICY STATEMENT**

No person on University owned or controlled property shall engage in any conduct that is or could be chargeable under any provision of local, state, or federal law.

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## **TRAFFIC ORDINANCE**

SLT 6.33

**Date of Last Update:**

February 03, 2022

**Approved By:**

- Senior Leadership Team

**Responsible Office:**

Public Safety

### **POLICY STATEMENT**

#### **Section 1.0. Definitions**

As used in this ordinance:

**a. Authorized Service Vehicles:** Shall mean those vehicles owned, leased, or operated by the University, or in use by vendors or contractors with proper authorization by the University.

**b. Campus:** Unless otherwise noted in this ordinance, Campus shall mean property owned or controlled by Grand Valley State University (GVSU or the University).

**c. Crosswalk:** 1) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or in the absence of curbs from the edges of the traversable highway, and 2) Any portion of a highway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface

**d. Department of Public Safety:** Shall mean the GVSU Department of Public Safety, which is a full-service law enforcement agency charged with responsibility for enforcing University ordinances, rules, and regulations, and state and local law. The Department includes Police, Security, and Emergency Management units.

**e. Pedestrian:** Shall mean any person afoot. Pedestrian includes an individual with a mobility disability who is using a power or non-power driven mobility device.

**f. Police Chief:** Refers to the GVSU Police Chief/Director of Public Safety.

**g. Police Officer/Police:** Shall mean the sworn law enforcement officer(s) employed by the GVSU Department of Public Safety or any other sworn law enforcement agent(s).

**h. Private Road:** Shall mean a privately owned and maintained road, allowing access to more than 1 residence or place of business, which is normally open to the public and upon which persons other than the owners located thereon may also travel. All roads owned and/or controlled by the University are private roads.

**i. Traffic Control Signal:** Means any device whether manually, electrically or mechanically operated, by which traffic is alternately directed to stop and to proceed.

**j. Vehicle:** Shall mean every device in, upon, or by which any person or property is or may be transported or drawn upon a roadway, except mobility devices or those devices moved by human power.

If any word or phrase used is not defined above, but is defined in the Michigan Vehicle Code, PA 300, MCL 257.1 to 257.923, or the Michigan Uniform Traffic Code for Cities, Townships, and Villages, then the definition in the Vehicle Code or Traffic Code shall apply.

## **Section 02. Traffic - Administration and Authority**

**a. Enforcement:** It shall be the duty of the Police Chief and Police Officers to enforce the provisions of this ordinance and the State vehicle laws applicable to traffic, to make arrests when authorized by law, to assist in the prosecution of persons charged with violations, to investigate accidents, to cooperate with other law enforcement and University officials in the administration of the traffic regulations, and to develop ways to improve traffic and pedestrian conditions on University property, and to carry out those duties especially imposed by this ordinance and any future amendments.

**b. Traffic Engineer:** It is the general duty of the Police Chief to collaborate with other University officials to determine the installation, proper timing, and maintenance of traffic control devices; to plan and direct the operation of traffic on roadways on the Campus, to establish parking areas, designating limitation and use; and to certify the installation, removal, and/or authorization of traffic control devices and signs. The Police Chief is responsible for establishment, development and maintenance of University Traffic Control Orders.

**c. Restriction Upon Access or Use:** It shall be the duty of the Police Chief to establish restrictions upon access to or use of the University owned or controlled roadways, sidewalks, parking lots, or other property of the University or portions thereof as may be deemed necessary or desirable for the safe, lawful, and effective conduct of the affairs of the University; provided that the Police Chief or the Police Chief's authorized representatives shall make restrictions known by use of signs, barricades, posting of Police or other authorized persons possessing official identification, or establishing lines beyond which unauthorized persons are not permitted to pass

**d. Authority of Police Directing Traffic:** Police Officers and/or such Officers as are assigned by the Police Chief are hereby authorized to direct all traffic by voice, hand, or signal in conformance with traffic laws, provided that, in the event of a fire or other emergency or to expedite traffic or to safeguard pedestrians, Officers may direct traffic as conditions may require notwithstanding the provisions of the traffic laws.

**e. Authority to Appoint Designated Employees:** The Police Chief is hereby empowered to authorize the employment of students or other designated employees to be assigned to the control and direction of traffic in/out of parking lots and at crosswalks. While engaged in directing traffic and while wearing reflective safety apparel, devices, and emblems distinctively identifying them as authorized employees of

the University, no motorist or pedestrian shall disregard the directions of such employees while they are directing or controlling traffic.

### **Section 03. Drivers' Rights and Responsibilities**

- a. Any motor vehicle driven, parked or possessed upon the premises of Grand Valley State University shall have affixed to said motor vehicle a current registration plate or plates as issued by the State of residence of the registered owner. Any motor vehicle parked or possessed upon the premises of Grand Valley State University which does not have a current registration plate attached to the said motor vehicle shall be presumed to be abandoned, and the Police Chief/Director of the Department of Public Safety is authorized to arrange to have the said motor vehicle removed from the premises of Grand Valley State University at the owner's expense.
- b. The driver of any vehicle shall obey the instructions of any official traffic-control device that is placed in accordance with a traffic control order or a traffic ordinance of the University unless otherwise directed by a Police Officer.
- c. No person shall operate a motor vehicle over or upon property owned by the University unless the property has been designated as a roadway, or parking area. Authorized Service Vehicles, police vehicles, and emergency vehicles are exempt.
- d. Except as provided in Section 03.c), no vehicle shall be driven on a sidewalk, unless the driver has been directed to do so by a Police Officer or Designated Employee (Section 02.e)). Authorized Service Vehicles, police vehicles, and emergency vehicles are exempt.
- e. When any vehicle is stopped at a marked crosswalk or at any unmarked crosswalk at an intersection to permit a pedestrian to cross the roadway, the driver of any other vehicle approaching from the rear shall not overtake and pass the stopped vehicle.
- f. When traffic-control signals are not in place or are not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to a pedestrian crossing the roadway within a crosswalk when the pedestrian is on the half of the roadway on which the vehicle is traveling or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
- g. Any driver of a vehicle who approaches within 10 feet of a person who is wholly or partially blind, who is carrying a cane or walking stick that is white or white tipped with red, or who is being led by a guide dog wearing a harness and walking on either side, or

slightly in front, of the blind person shall immediately come to a full stop and shall take precautions before proceeding as may be necessary to avoid accident or injury to the wholly or partially blind person. A person who violates this rule is guilty of a misdemeanor.

h. Notwithstanding the foregoing provisions, every driver of a vehicle shall exercise due care to avoid colliding with any pedestrian on any roadway, shall give warning by sounding the horn when necessary, and shall exercise proper precaution upon observing any child or any confused or incapacitated person on a roadway.

#### **Section 04. Mobility Devices**

No person shall operate a skateboard, bicycle, roller skates, or roller blades in University parking structures or buildings. In addition, no person shall operate roller skates, roller blades, a Segway, an electric scooter, a hoverboard, a self-balancing scooter, bicycle, or an electric bicycle in any manner that poses a threat of harm to pedestrians or damage to University property and buildings, including, but not limited to, failing to yield the right-of-way to any pedestrian, maintaining a safe distance from pedestrians or other road or sidewalk users, operating such vehicles at an unsafe speed, and performing tricks or stunts.

#### **Section 05. Parking**

The department of Facilities Services – Grand Rapids and Regional Centers serves as the University parking administrator.

#### **Section 06. Impound and Abandoned Vehicles and Other Items**

- a. The Police Chief and Officers of the Department of Public Safety are hereby authorized to remove vehicles from property owned or controlled by the University, in accordance with the Michigan Vehicle Code.
- b. The reasonable cost of removal and storage shall be borne by the owner.
- c. In addition to vehicles, items deemed abandoned by the Department of Public Safety, such as bicycles, skateboards, and scooters, are subject to impound by the University.
- d. It shall be unlawful for any person to remove, without the special authorization of the Police Chief/Director of Public Safety or the Police Chief's designee, any vehicle, trailer or other object that has been placed in an impound lot, storage facility, or bicycle pen that has been designated and posted, until the prescribed fees have been paid.

## **Section 07. Enforcement and Penalties**

A violation shall constitute a civil infraction unless noted otherwise and be enforced through the Michigan Vehicle Code, Michigan Uniform Traffic Code, and/or adjudicated through University policies and procedures.

## **Section 08. Other Applicable Laws**

Nothing contained in this ordinance is intended to limit the power of any governmental unit or law enforcement agency to enforce on Grand Valley State University property any laws, ordinances, or regulations which otherwise would be enforceable on such property

## **Section 09. Severability**

If any part or parts of this ordinance are for any reason held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance.

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# **POLICY PROHIBITING TITLE IX SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND DISCRIMINATORY HARASSMENT**

SLT 9.1

### **Date of Last Update:**

August 19, 2022

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Office for Title IX and Institutional Equity

## **POLICY STATEMENT**

### **I. Policy Statement**

Grand Valley State University (GVSU or “University”) strives to maintain a university community characterized by respect for each other. This includes, but is not limited to, a commitment to providing an educational environment, workplace, programs, and activities that are free from all forms of harassment. Harassment includes sexual harassment prohibited by Title IX of the Education Amendments Act of 1972 and implementing regulations (“Title IX Sexual Harassment”), Sexual Misconduct, and Discriminatory Harassment (collectively

“Harassment”), as defined below. The University recognizes that Harassment may have serious effects on the well-being of all members of the university community and therefore does not tolerate such behavior.

Upon receiving a report of an alleged violation of this Policy, the University will take prompt and appropriate action in response, including a review of the allegations and, if appropriate, an investigation and other appropriate action to put an end to the alleged misconduct. The University will take all steps necessary to enforce its Non-Retaliation Policy (See V.5. of this Policy) to protect those who report Harassment and/or are involved in an investigation of conduct prohibited by this Policy.

## **II. Jurisdiction**

This Policy applies to Harassment by or against any member of the University community including faculty, staff, and students that occurs:

1. In the context of any GVSU education program or activity;
2. On campus or on property owned or controlled by GVSU;
3. At GVSU-sponsored events;
4. In buildings owned or controlled by GVSU’s recognized student organizations; and/or
5. Off-campus where:
  - A. The effects of the Harassment effectively deprive someone of equal access to GVSU’s educational programs or activities;
  - B. The Harassment has continuing effects on campus or in an off-campus GVSU-sponsored program or activity; and/or
  - C. The alleged harasser poses an immediate threat to the physical health or safety of any individual.

Nothing in this Policy prohibits GVSU’s right to address and take appropriate action with respect to conduct that, while not prohibited by this Policy, is nevertheless inconsistent with GVSU’s values, including respect for others.

## **III. Freedom of Expression and Academic Freedom**

Because freedom of expression and academic freedom are fundamental to GVSU’s academic mission and must be protected even when the views expressed are unpopular or controversial, GVSU will take both into account when determining whether Harassment has occurred and what type of remedy, if any, is appropriate. This Policy is not intended to proscribe or inhibit any form of speech that is protected by federal or state law, including the First Amendment, or any conduct which arises for legitimate academic and pedagogical purposes, including intellectual inquiry, debate, and dialogue.

More information about freedom of expression at the University is available at <https://www.gvsu.edu/dso/expressive-activity-at-gvsu-32.htm> and about Academic Freedom at [BOT 4.2.2](#).

#### **IV. Responsible Party**

GVSU's Director and Title IX Coordinator ("Title IX Coordinator"), Office for Institutional Equity and Title IX, is responsible for implementing and monitoring compliance with this Policy on behalf of GVSU. This includes monitoring compliance with federal and state laws and regulations, ensuring appropriate education and training, and administration of the reporting and response procedures concerning suspected or alleged violations of this Policy. The Vice President for Inclusion and Equity maintains the authority to designate an alternate responsible party.

Any questions regarding this Policy or conduct prohibited by it may be directed to the Title IX Coordinator:

Kevin Carmody  
4015 James H. Zumberge Hall  
(616) 331-9530  
[carmodke@gvsu.edu](mailto:carmodke@gvsu.edu)

Some types of Harassment may be criminal in nature and may be reported to GVSU's Police Department, at (616) 331-3255. In the case of an emergency, the matter should be reported to 911.

#### **V. Definitions**

##### **1. Complainant**

Any person who is alleged to be the victim of conduct that constitutes Harassment under this Policy.

##### **2. Consent**

Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during a sexual act. Consent is active, not passive. Silence, or lack of resistance, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

A. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

B. Consent may be withdrawn at any time as long as the withdrawal is reasonably and clearly communicated by word or action. If consent is withdrawn, that sexual activity should stop.

C. Previous relationships or prior consent cannot imply consent to future sexual acts.

D. Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – incapacitated.

i. A person is incapacitated when they cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

ii. Incapacitation may result from the consumption of alcohol or other drugs, sleep or unconsciousness, a physical or mental health condition, or involuntary physical restraint.

E. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

F. An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a Supervisory or disciplinary authority.

G. Consent may not be given by a person who has not reached the legal age of consent under applicable law.

H. Being impaired by alcohol or drugs will never function as a defense for any behavior that violates this Policy.

### **3. Discriminatory Harassment**

Discriminatory Harassment may include unwelcome conduct based on an individual's or group's, race, color, national origin, age, disability, familial status, height, weight, marital status, political affiliation, veteran status, military status, genetic information, or any other legally protected characteristic that interferes with performance, limits participation in University activities, or creates an intimidating, hostile, or objectively offensive environment when viewed from the perspective of both the individual and a reasonable person in the same situation.

A. Discriminatory harassment includes, but is not limited to, the following types of

conduct when such conduct is based on an individual's or group's protected characteristic:

- i. Verbal abuse, slurs, derogatory comments or insults about, directed at or made in the presence of an individual or group.
- ii. Display or circulation of documents or pictures that are objectively offensive or degrading.
- iii. Physical contact or threatening language or behavior.
- iv. Damage to, trespass on, or theft of property.

#### **4. Respondent**

An individual who is alleged to have violated this Policy.

#### **5. Retaliation**

Any adverse action taken against a person because of their participation in a protected activity. That includes, without limitation, intimidating, threatening, coercing, or discriminating against any individual for the purpose of interference because that person has made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under this policy.

#### **6. Sexual Misconduct**

Sexual Misconduct is unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy that does not fall within the purview of Title IX Sexual Harassment because it does not meet the definition of Title IX Sexual Harassment and/or because the reported behavior falls outside the jurisdiction under Title IX.

Examples of Sexual Misconduct include, but are not limited to, the following:

- A. Unwelcome conduct based on sex, sexual orientation, gender identity, and/or pregnancy based on the circumstances and evaluated subjectively and objectively, that is determined by a reasonable person to be so severe, or pervasive that it effectively denies or limits a person equal access to participate in or benefit from the University's education program or activity.
- B. Conduct that meets the definition of Title IX Sexual Harassment but occurs off campus.
- C. Conduct that meets the definition of Title IX Sexual Harassment but occurs in a GVSU educational program or activity outside the United States such as in a GVSU study abroad program.

#### **7. Title IX Sexual Harassment**

Title IX Sexual Harassment is unwelcome conduct on the basis of sex, sexual orientation, gender identity and/or pregnancy that satisfies one or more of the following:

A. *Quid Pro Quo Harassment*: An employee or agent of GVSU conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct.

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

C. Sexual assault: Any forcible or non-forcible sex act proscribed by law. "Forcible sexual assault" includes sexual intercourse and fondling without consent. "Non-forcible sexual assault" includes incest and statutory rape.

i. "Sexual intercourse" includes oral, anal, and vaginal intercourse or penetration, to any degree, with any part of the body or other object.

ii. "Fondling" is defined as touching of the genitals, buttocks, and/or breasts of another person for the purpose of sexual gratification, without consent.

iii. "Incest" is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

iv. "Statutory rape" is nonforcible sexual intercourse with a person who is under the statutory age of consent according to Michigan law.

D. *Dating violence*: Physical violence or the threat of physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual, and the existence of such a relationship shall be determined based on factors such as the length and type of relationship, and frequency of interaction between the persons involved.

E. *Domestic violence*: Physical violence or the threat of physical violence committed by a current or former spouse or intimate partner of an individual, by a person with whom the individual shares a child in common, by a person who is cohabitating with or has cohabitated with the individual as a spouse or intimate party, by a person similarly situated to a spouse of the individual under applicable domestic or family violence laws.

F. *Stalking*: Knowingly or intentionally engaging in a course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to fear for their safety or the safety of others or suffer

substantial emotional distress.

G. Only conduct that meets the definition of Title IX Sexual Harassment, that occurs in a University education program or activity, and that occurs against a person in the United States constitutes Title IX Sexual Harassment. An “education program or activity” includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the alleged sexual harassment occurs, including on campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by a student organization that is officially recognized by the University.

## **VI. Reporting and Response Procedures**

Any person may report Sexual Harassment/Sexual Misconduct to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours.

Individuals who have experienced Sexual Harassment/Sexual Misconduct have the option to report the matter to law enforcement, to the University, to both, or to neither, as the individual may choose. Individuals who do not wish to report or file a Formal Complaint and pursue an investigation under these procedures may contact confidential counseling or medical resources.

### **1. Employees**

A. In the interest of ensuring that anyone experiencing potential Sexual Harassment are provided with support, resources, and options, unless identified as a confidential resource, **all university employees** are obligated to promptly report to the Title IX Coordinator or Deputy Coordinator incidents of sexual harassment, sexual violence, sexual misconduct, stalking, and relationship violence that:

- i. Are observed or learned about in their professional capacity
- ii. Involve a member of the university community or
- iii. Occurred at a university-sponsored event or on university property

B. Employees are only required to report Sexual Harassment/Sexual Misconduct of which they become aware in their capacity as a university employee, not in a

personal capacity.

C. While student employees and third-party contractors are not included in this list, **Graduate Assistants and Resident Assistants** are obligated to report.

## 2. Confidential Resources

A. Certain University employees and volunteers provide important counseling, health, advocacy, and other support services to members of the University community. These employees must be able to assist individuals in receiving medical care, counseling, and support services without the requirement to report conduct to the University.

Therefore, employees and volunteers who work in the programs and roles designated below are exempt from this Reporting Protocol with regard to incidents disclosed to them during provision of services.

### ***Exempt Programs and Roles***

- University Counseling Center
- GVSU Campus Health Center
- GVSU Family Health Center
- Gayle R. Davis Center for Women and Gender Equity
- Employee Ombuds
- Student Ombuds

B. Employees and volunteers in exempt service programs and roles are not otherwise exempt from reporting incidents they witness or learn of in the workplace. For example, if an employee of an exempt service program witnesses sexual harassment or assault of a co-worker by another University employee or in the context of a University program or activity, the employee must report the incident.

C. Reporting Options and Resources: Exempt service programs are required to provide individuals with information regarding reporting options and available resources whenever possible, including (i) the right to file a complaint with Title IX and Institutional Equity and/or law enforcement; (ii) the University's prohibition of retaliation; and (iii) supportive resources, including counseling, medical, and academic.

D. Victim/Survivors of sexual offenses, including sexual assault, stalking, and dating/domestic violence, may also seek help from off-campus organizations that have trained professionals able to provide assistance to victims of sexual violence. These organizations are not associated with the University and therefore disclosure will not trigger a University response. Victim/Survivors may contact the following organizations for assistance:

- YWCA of West Central Michigan: 616-454-9922
- Resilience: Advocates for Ending Violence: 1-800-848-5991
- Safe Haven Ministries (Christian-affiliated): 616-452-1168
- Michigan Sexual Assault Help Line: 1-855-VOICES4

### **3. Third-Party & Anonymous Reporting**

Any individual may make a report of an act of Sexual Harassment. The report may be made without disclosing the identities of the parties involved. However, the University's ability to respond to the third-party report of Sexual Harassment may be limited by the amount of information provided.

### **4.Procedures**

GVSU's Procedures for Reporting and Resolving Allegations of Title IX Sexual Harassment, Sexual Misconduct and Discriminatory Harassment describe the necessary steps for resolving concerns of violations of this Policy. Anyone wishing to report a violation of this Policy should refer to those Procedures.

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## **EMAIL SIGNATURE BLOCK POLICY**

SLT 11.2.1

### **Date of Last Update:**

August 08, 2020

### **Approved By:**

- Senior Leadership Team

### **Responsible Office:**

Office of General Counsel

## **POLICY STATEMENT**

All faculty/staff communications from University email accounts should reflect the University's brand. To keep our brand identity strong and consistent, and to enhance credibility for our faculty and staff who communicate via email, all emails created by University employees and delivered via the University's email system should feature email signature blocks consistent with this policy.

An email signature block is text and other University information appended to the end of an

email in order to identify the sender and facilitate further contact. Official University email signature blocks establish credibility for our faculty and staff by clearly identifying them and their roles at the University. The official signature block provides contact information for the employee and points email recipients to the University website, a key source of information about the University.

All emails using a University account should have signature blocks consistent with the University brand. The following items are permissible but not required:

- Employee's name
- Employee's official University title(s)
- Employee's department or office name
- Gender pronouns
- Grand Valley State University
- University's website address, [www.gvsu.edu](http://www.gvsu.edu)
- Department or Program website
- University or departmental trademarks or logos
- the University's general address or employee's University address
- Employee's department and/or office telephone number, and fax number
- Employee's mobile phone number
- Employee's campus email address
- Social media account addresses used solely for advancing scholarly or professional pursuits
- Other University related information may be added such as departmental mission statement, and a link to University created social media account(s)
- A confidentiality statement is permitted for use below the email signature on all outgoing emails, such as:

The content of this email is confidential and intended only for the recipient(s) specified.

If you received this message by mistake, please reply so the sender can correct the error, and then delete this email immediately. Do NOT forward it to a third party without the written consent of the sender.

Employees may not add to their official email signature block any personal information, including links to personal websites or social media accounts that are not used solely for

scholarly or professional pursuits related to their position at the University. Except for messages of and concerning the University no mottos, symbols, quotations, taglines or other statements may be added to the email signature block, as these may be misunderstood as representing the University's official positions, values or views.

All faculty and staff shall comply with this policy by creating an approved email signature block and using it consistently when communicating via their University email accounts. Should there be noncompliance to this policy, the individual's supervisor and/or vice president will enforce compliance through appropriate means.

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