Harassment of an Employee by a Contractor or a Xavier Employee

Call an Advocate
**513-745-1000**
Identify yourself as being from Xavier

Advocate respond by next business day

Choose a designated Advocate from attached list

Advocate will set up appointment with Human Resources within three (3) business days to hear complaint

Advocate supports employee through reporting and action taken

Human Resources explains official options

Formal Procedure
Informal Procedure
No Action

Human Resources meets with employee within ten (10) days of taking complaint and notifies complainant of when the meeting will take place

Human Resources notifies complainant of outcome

There should be no contact between the respondent and complainant without an official of Xavier University present. Any form of retaliation will not be tolerated—action will be taken

Advocates may make a referral to counseling services.