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Here is what you should do if the call is critical and cannot be transferred to Public Safety:

**DO**
- Remain calm and respectful
- Ask who, what, where, when and why
- Write everything down – including the caller ID # and/or phone extension location

**DON'T**
- Lose your temper or become hostile
- Put them on hold if at all possible

**Accident or Injury**
In the event of an accident or injury:
1. Call 5555 and give essential information:
   - Your Name and phone number
   - Location -- building and room number, or other specific location
   - Nature/Type of emergency and victim's condition
   - Status of the emergency (in progress or ended)
2. Notify your supervisor.

**Fire**
If you detect a fire or smoke condition:
1. Notify everyone in the immediate area.
2. Activate the building’s fire alarm system.
4. If there is smoke or heat - stay low.
5. Before opening any door, feel it to see if it is hot.
6. If the door is hot, do not open, use an alternate exit.
7. If the door is not hot, open cautiously.
8. Do not use elevators during evacuation, use stairways.

**Bomb or Terrorist Threat**
In the event of a bomb threat:
1. Keep the caller on the line as long as possible. Ask the caller to repeat the message. If possible, write every word down that is spoken by the person making the call.
2. Record the date and time of the call.
3. If the caller does not indicate the location of the bomb or the time of possible detonation, ask the caller to provide this information. Ask the exact location of the bomb (building, floor, room, etc).
   - Ask what kind of bomb, timing device, etc.
   - Inform the caller that the building is occupied and the detonation of a bomb would result in death or serious injury to many innocent people
   - Pay particular attention for any strange or peculiar background noises, such as motor running, background music (and the type of music), and any other noises which might give even a remote clue as to the place from which the call is being made
   - Listen closely to the voice (male-female), voice quality, accents and speech impediments
4. Contact Public Safety IMMEDIATELY at 5555.
5. Notify your supervisor.
6. Evacuate the building.

**Other Important Calls That Cannot Be Re-directed** (e.g., an employee calls to say he/she is in the hospital)
Get as much information as possible and contact Public Safety with:
- Their Name
- Telephone Number
- Location
- Nature of Situation
- Who to contact at Babson College
- Relatives to contact

**Media Requests Related to Emergencies** (Television, Radio, Newspaper or other types of reporters)
Contact the Director, Public Relations at ext. 4549; Associate Director, Public Relations at ext. 4621; or Vice President, College Marketing at ext. 5268.
STUDENT EMPLOYMENT PHILOSOPHY AND POLICIES

Babson’s student employment programs are designed to:

- Create employment opportunities from which students can gain work experience;
- Provide students with a means to help meet their educational expenses;
- Enrich students’ experience at Babson by giving them an additional niche at the college;
- Provide departments with a range of assistance—from undergraduates in entry-level positions to graduate students doing research and developing programs—to enable the college to function more effectively and thus better serve the student;
- Infuse the day-to-day operations of the college with students’ energy and perspectives.

Non-Discrimination Policy
Babson College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, age, handicap, veteran status or other protected status. This policy extends to all rights, privileges, programs, and activities, including employment.

Sexual Harassment Policy
It is the goal of Babson College to promote a workplace that is free of sexual harassment. Sexual harassment of employees and/or students occurring in the workplace is unlawful and will not be tolerated. If it is determined that inappropriate conduct has been committed, Babson will take such disciplinary action as is appropriate under the circumstances, which may include termination of employment and dismissal from the College. Babson’s sexual harassment policy can be read in its entirety at the end of this handbook, Addendum A. Additional information and resources can be found in the Office of Human Resources.

Federal Drug-Free Schools and Communities Act
According to the standards of the federal Drug-Free Schools and Communities Act, Babson has implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. See the Undergraduate Student Handbook or the Graduate Student Handbook for details.

ON-CAMPUS STUDENT EMPLOYMENT PROGRAMS

How to find an On-Campus Job
Students can find information about available on-campus positions by accessing the portal. To view the listing of available jobs, click on the link Job Opportunities. To view the job description and contact information, click on the job title. The student is responsible for contacting the supervisor for inquiries about the position and to set up an interview.

Campus Employment Program
Student employees who are not eligible for Federal Work-Study funding can be employed under the Campus Employment Program. Although departments are encouraged to show preference in hiring for qualified Federal Work-Study students, all positions, except for the Community Action Program (CAP), are open to both Campus Employment and Work-Study students alike.

Federal Work-Study Program
Federal Work-Study is a federally funded program that allows eligible students to work on college campuses at a reduced cost to the school. Eligibility for Federal Work-Study is determined by Student Financial Services and awarded to students as part of their financial aid packages. Students must a) be a United States citizen or a permanent resident, b) apply for financial aid, and c) demonstrate financial need according to a standard need-analysis methodology in order to obtain a Work-Study award. Any questions about a student’s eligibility should be directed to Student Financial Services at 781-239-4219. Federal Work-Study money is also available for summer employment. Federal Work-Study wages are taxable wages for Federal and State and will be reported on the W-2 at the end of the year.
Community Action Program
In 1992, Congress passed the Reauthorization of the Higher Education Amendments, which mandates that a portion of a college’s federal work-study allocation must be used in community service. If you have a work-study award, you can volunteer at a community-based agency, and receive payment. Any interested students should contact the Volunteer Center located in Reynolds at 781-239-5354.

Summer Employment Program
Babson students are employed during the summer months. Since the summer is considered a separate payroll period, new employment authorization vouchers are required for all Babson student employees. Federal Work-Study funds are available for use during this time. Any students looking for housing for the summer should contact the Housing Office at 781-239-5828.

OFF-CAMPUS STUDENT EMPLOYMENT OPPORTUNITIES

Off-Campus Internships
The UG Center for Career Development and the MBA Center for Career Development develop and list internship opportunities for undergraduate and graduate students. Pre-professional opportunities are available during the school year and summer months.

www.CollegeHelpers.com
Students can find information about off-campus job opportunities posted solely through www.CollegeHelpers.com, a free website to students. Hundreds of job listings ranging from yard work to bartending, baby-sitting to office work, are received every year and are available to students, regardless of financial circumstances. If a student is interested in a position, they are responsible for contacting the off-campus employer to arrange for work.

STUDENT EMPLOYMENT CONTACTS

<table>
<thead>
<tr>
<th>For Information Regarding:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internships for MBA students</td>
<td>MBA Center for Career Development 781-239-4226</td>
</tr>
<tr>
<td>Work authorization vouchers, I-9’s</td>
<td>Student Employment Office 781-239-4286</td>
</tr>
<tr>
<td>Graduate Assistantship and Fellowship placements</td>
<td>Graduate School Office of Program Management 781-239-4474</td>
</tr>
<tr>
<td>Tax withholding, paychecks, direct deposit</td>
<td>Payroll Office/Office of Human Resources 781-239-4009</td>
</tr>
<tr>
<td>Internships for UG students</td>
<td>UG Center for Career Development 781-239-4215</td>
</tr>
<tr>
<td>Internships for MBA students</td>
<td>MBA Center for Career Development 781-239-4210</td>
</tr>
<tr>
<td>Eligibility for Federal Work Study and tracking of</td>
<td>Student Financial Services 781-239-4219</td>
</tr>
<tr>
<td>Grad Assistantship and Fellowship hours</td>
<td></td>
</tr>
<tr>
<td>International Students</td>
<td>Office of International Programs, International Student &amp; Scholar Services 781-239-4565</td>
</tr>
</tbody>
</table>
STUDENT EMPLOYMENT PAPERWORK

Forms for Student Employment are now submitted to the Student Employment Office electronically, except the W4, Direct Deposit and I9. You can access the forms via the Student Portal by selecting the appropriate category. Each category will provide the required forms you need to work on campus. The Employment Voucher will route to the person indicated as the supervisor for an account number and electronic signature. The Confidentiality and FERPA forms will come directly to the Student Employment office. Incomplete forms will be kicked back to the student or supervisor.

All students will still have to complete a voucher. Those that have not worked on campus must complete an I9 and provide the two forms of ID. It is the responsibility of the Student to ensure this step is completed.

Students cannot work before the proper paperwork and documentation is completed and on file in the Student Employment Office.

Returning student employees will complete the following forms via the Student Portal:

- Employment voucher; this work-flow will continue to the supervisor for the account number and signature before coming to SEO. Any incomplete forms will be kicked back.

New Student Employees

If you are new to working at Babson, once you are hired into a position, you will need to complete the following forms via the Student Portal:

- Employment Voucher - this work-flow will continue to the supervisor for the account number and signature before coming to SEO. Any incomplete forms will be kicked back.

- Confidentiality/FERPA Agreement is designed to ensure that every student employee is aware that he/she may have access to a variety of confidential data and acknowledges his/her agreement not to divulge any of this information. As a student employee of Babson College, you may have access to a wide variety of confidential data which may include grades, salary, phone numbers, addresses and other sensitive information. You must not under any circumstances release to any persons this information about a student. This federal law protects the confidentiality of a student’s records.

- Direct Deposit Form – The Babson College payroll department can deposit your paycheck directly into a bank account of your choice, as long as the bank is a member of the AutomatED Clearing House (ACH) automatic deposit system. All student employees are required to use direct deposit. Please note it will take at least two pay periods for the direct deposit system to take effect once you turn in the form to the Payroll Office.

- I-9 Form - verifies employment eligibility. The employee is required to show original acceptable forms of identification. All acceptable forms of documentation are listed on the second page of the form.

- W-4 - establishes your tax withholdings.

International Students

International Students looking to work must secure a position on campus via the Job Opportunities link on the Student Portal. Any international student employee in F-1 or J-1 status who does not have a Social Security number must apply for a social security number. Once a student has been offered a job, they must begin the process to apply for a Social Security number, working with their manager and the Office of International Programs.

Social Security Numbers

Students must complete either an F-1 or J-1 On-Campus Employment Form. These forms are available at the Office of International Programs (OIP) or on-line at www.babson.edu/issss and must be completed by the Supervisor from the hiring department. After the Supervisor completes the top section of the form, the student must bring the form to the Office of International Programs in Nichols Hall for the remainder of the form to be completed. Information on how to apply for a Social Security Number and application forms are available in Office of International Programs, Please visit OIP’s website at www.babson.edu/issss for more details.
After you receive your Social Security Card, please bring it to the Student Employment Office so a copy can be obtained to complete your paperwork. You cannot start working until all forms are complete and on file in the Student Employment Office.

Immigration regulations for international students are complex and change frequently. Please contact the Office of International Programs (781-239-4565) for further information.

**International Student Employment Paperwork**

International Students, employed by Babson College must have a Social Security Number or a Letter of Application Verification from the Social Security Administration Office in order to begin the employment/payroll paperwork.

If you are an international student new to working on campus, you will need to complete the following forms: (please refer to the New Student section for a complete description of documents 1-5).

1. Employment Voucher
2. Confidentiality/FERPA Agreement
4. Direct Deposit
5. Form I-9
6. Foreign National Form (FNF)

Please note: To complete the Form I-9 and the FNF, we need to see the following forms of identification in the Student Employment Office:

- [ ] Unexpired foreign passport
- [ ] Certificate of Eligibility/Form I-20 or Form DS-2019
- [ ] Current visa
- [ ] Form I-94 (Important! If you have received a stamp from Customs & Border Patrol vs. a paper I-94 Form, you must print out a paper copy of your I-94 in order to complete the I-9 form. Your I-9 Form will not be considered complete unless you have the paper copy of the I-94. Paper copies may be downloaded from the CBP website: [http://www.cbp.gov/I94](http://www.cbp.gov/I94).)
PAY RATES & JOB CLASSIFICATIONS

Pay rates are determined by the level of responsibility and skills required to do a job as noted on the Student Position Description submitted by the department. Once reviewed, the positions are classified and the pay rate is determined from the low end of the Basic Level to the high end of Level 6. All existing positions must have job descriptions and their classification levels on file with the Student Employment Office. Classification levels are as follows:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>GENERAL REQUIREMENTS</th>
<th>PAY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>Requires basic skills</td>
<td>$8.00</td>
</tr>
<tr>
<td>1</td>
<td>Requires some degree of specialized knowledge or skill</td>
<td>$8.50</td>
</tr>
<tr>
<td>2</td>
<td>Requires proficiency in an area of specialized knowledge or skill</td>
<td>$8.75</td>
</tr>
<tr>
<td>3</td>
<td>Requires a high degree of proficiency in an area of specialized knowledge or skill</td>
<td>$9.25</td>
</tr>
<tr>
<td>4</td>
<td>Requires very highly specialized knowledge or skill related to a specific job function On Campus Tutors</td>
<td>$9.75</td>
</tr>
<tr>
<td>5</td>
<td>Requires very highly specialized knowledge or skill related to a specific job function Student Supervisors Research Assistants</td>
<td>$10.25</td>
</tr>
<tr>
<td>6</td>
<td>Limited to positions where student has sole responsibility for program or facility</td>
<td>$10.75</td>
</tr>
</tbody>
</table>

PAYROLL PROCEDURES

Reporting Hours Worked:
Students are paid for hours worked only. Meal breaks, sick days, holidays, and snow days are not to be counted as hours worked. Additionally, students are not allowed to work during their scheduled class times. Student employees can work
up to **20 hours per week** while classes are in regular session and up to 40 hours per week during regular breaks. The academic calendar is used to determine if classes are in session, not an individual’s class schedule.

Over winter and summer breaks, in accordance with state law, Babson will pay the regularly scheduled hours for the first three days of jury duty, provided that a student is working “full-time”, or 35 hours per week, in an on-campus position. Student employees must present Payroll with the official certificate from the court in order to be paid.

Fraudulent reporting of hours worked is categorized as “gross misconduct” and will result in immediate termination and possible referral to Academic Services for further disciplinary action which may include being brought to the Honor Board.

**Time Sheets**
All student time sheets must be submitted to Payroll@babson.edu by the end of the day the last Friday of a pay period. Time sheets must accurately reflect the hours worked by the student employee. All meal breaks taken by the student should be reflected on the time card. NOTE: Massachusetts state law requires that an unpaid break, of at least 30 minutes, MUST be taken by hourly employees after six consecutive hours worked. Both the student and the supervisor must sign the weekly time card.

Time sheets that are improperly completed will be returned to the supervisor, and payment will be delayed until the next scheduled payroll, after the corrected card is submitted.

**Paycheck Information**
Paychecks are issued on Fridays on a bi-weekly basis into a direct deposit account. To view your paystub, please go to [https://hrinfo.babson.edu](https://hrinfo.babson.edu). For username and password information, please contact the Office of Human Resources at hr@babson.edu. Students are required to utilize direct deposit for their paychecks. Questions regarding unpaid hours, etc. should be directed to the Payroll Office at Payroll@babson.edu

**STUDENT EMPLOYMENT GUIDELINES**
Students are expected to:
- Report to work promptly
- Notify their supervisor at least 24 hrs in advance when they will be absent
- Notify their supervisor when they will be tardy
- Refrain from conducting personal business on the job
- Report accurately the hours worked
- Perform the job duties to the best of their ability
- Act in a professional manner concerning confidentiality of student records and information
- Maintain a customer service focus at all times
- Take the job seriously
- Take an unpaid break for at least half an hour if working more than six continuous hours
- Make every effort to give two weeks’ notice before leaving a job

**Information Rights and Technology Information**
The information employed by Babson College, its students, faculty, and staff is a critical asset of the institution. It is the common responsibility of all members of the Babson College community to protect the institution's information assets and to ensure the proper and ethical use of said information at all times. This describes the policy on the use and monitoring of College electronic and telephonic communications systems, including E-Mail, voice mail, fax and computer systems.

All electronic and telephonic communication systems and all communications and stored information sent, received, created on or contained in the Babson systems are the property of the College and as such, are to be used only for job-
related purposes. You should not consider any material on these systems to be private. Even erased or deleted material may remain available. The College reserves the right to look at, listen to or use anything on its systems, in its sole discretion, with or without notice, at any time and to by-pass any pass code.
Babson College's information technology environment affords easy, anytime/anywhere access to information. This arrangement allows students, faculty, and staff to conduct business in an effective and efficient manner. These benefits are a privilege that is shared by the community as a result of a significant investment of College resources and comes with its own set of responsibilities.

The same moral and ethical behaviors that apply in the non-computing environment apply in the computing environment. Examples of inappropriate behaviors include:
- reading another user's files;
- theft of information or computer resources;
- vandalizing hardware, software, or data;
- creating or disseminating computer viruses;
- violating copyrights;
- harassment of others through the College computer system;
- using the computer for illegal purposes;
- using the computer for non-work-related private and/or commercial purposes; and
- using the computer to communicate improper messages, e.g. messages that are defamatory, derogatory, obscene, or otherwise inappropriate.

Those who use the computing and network resources are required to use the technology in a manner consistent with the College's standards for community life. The expected behavior includes:
- polite and respectful communication;
- judicious use of sending broadcast e-mail messages;
- protecting the security of one's own account and watching out for others; and
- consuming an equitable amount of resources (i.e. bandwidth or storage).

If you are aware of any abuse, loophole, virus or other possible security compromises, you are responsible to report it immediately to the ITSD Support Center at extension 4357. Unauthorized access to information resources, unauthorized use of College computing facilities, and intentional corruption or misuse of information resources are direct violations of the College's standards for conduct.

The privilege of using the campus and network computing resources provided by the College can not be transferred, lent, rented or otherwise provided to people or groups outside the College without the explicit approval of the Chief Information Officer at extension 5075. Violations of this policy are subject to disciplinary action, up to and including termination from employment. For additional information regarding violation and enforcement of this policy, please refer to the Library and Computing Survival Guide which is on the World Wide Web, as well as hard copy which can be obtained by calling the ITSD Support Center at extension 4357.

JOB EXPECTATIONS
The College relies heavily on and highly values its student workers. Your first priority is academics, but while you are at work, you are expected to approach your job professionally and give 100%. Just like any other job, your part-time student job requires commitment. Your job as a college student will form the foundation for your working life. Even if the job is not related to your major or career goals, it will help you to learn about the work world and acquire general work skills that will be useful to you when you graduate.

**On-the Job Professionalism**
- Have a positive approach
  - Your student job may not be the most exciting position, but it can still provide good experience.
  - Be enthusiastic about learning new tasks and/or taking on new responsibility. View your job as an opportunity to learn new skills.
• Be a team player
  o Most departments at Babson require people to work together effectively as a team; as a student worker, you are part of your departmental team.
  o In most cases, to perform your job, you’ll need to interact with other students and staff members. Establishing a positive rapport with other students as well as your supervisor and departmental staff will facilitate these interactions.

• Refrain from conducting personal business on the job
  o Personal business, which includes making personal phone calls, doing schoolwork, and surfing the Internet, tends to detract from your productivity at work. Do not engage in personal business unless your supervisor gives you specific permission to do so.

• Keep casual conversation to a minimum
• Dress appropriately for your department
• Don’t just do the bare minimum – give 100%
  o Supervisors count on you to produce high-quality work. You may be tired or feel stressed from school or personal matters, but keep in mind that the work you do while at your student job reflects on you and your department as a whole.
  o When you complete a task, take the initiative and ask your supervisor if anything else needs to be done. Work goes by faster when you’re busy.

**Disciplinary/Termination Procedures**

Occasionally work related problems may arise. The Student Employment Office encourages supervisors to resolve attendance or work performance issues before considering termination of the student employee.

Grounds for disciplinary action include, but are not limited to:
• Tardiness
• Unexcused absenteeism
• Reluctance or failure to meet job requirements as listed in the job description
• Excessive use of phone or computer for personal communications
• Disciplinary action might include verbal warnings and written warnings.

There are some situations that require more severe and immediate action. *Situations that involve gross misconduct* include, but are not limited to:

**Fraudulent reporting of hours on a time card**
• Theft
• Being at work under the influence of alcohol and/or illegal substance
• Willfully misusing, destroying or damaging College property
• Insubordination
• Disclosure or use of confidential information for any reason

**Gross misconduct is grounds for immediate dismissal.**
ADDENDUM A - SEXUAL HARASSMENT

Introduction
It is the goal of Babson College to promote a workplace that is free of sexual harassment. Sexual harassment of employees or students occurring in the workplace or during work assignments outside the college or at college-sponsored functions is unlawful and will not be tolerated. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated, and we have provided a procedure by which inappropriate conduct will be dealt with if encountered by employees.

Because the College takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and, where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Moreover, as a part of the College’s overall nondiscrimination policy, the College prohibits all forms of harassment of others because of race, color, religion, sex, age, national origin, ancestry, sexual orientation, physical or mental handicap, veteran, or other protected status. In particular, an atmosphere of tension created by discriminatory remarks or discriminatory animosity does not belong in our workplace and will not be tolerated.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment
In Massachusetts, the legal definition for sexual harassment is the following: “Sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

A. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly as a term or condition of employment or as a basis for employment decisions; or
B. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under this definition, direct or implied requests by a manager for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad and, in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers also may constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- unwelcome sexual advances – whether or not they involve physical touching;
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comment on an individual’s body, or comment about an individual’s sexual activity, deficiencies, or prowess;
- displaying sexually suggestive objects, pictures, or cartoons;
- unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- inquiries into one’s sexual experiences; and
- discussion of one’s sexual activities.
All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint, is unlawful and will not be tolerated by the College.

Complaints of Sexual Harassment
If you believe that you have been subjected to sexual harassment, you have the right to file a complaint with the College. This may be done in writing or verbally. If you would like to file a complaint, you may do so by contacting Donna Bonaparte, Vice President of Human Resources at ext. 6434. She is also available to discuss any concerns you may have and to provide information to you about the policy on sexual harassment and the complaint process.

Sexual Harassment Investigation
When we receive the complaint, we will take appropriate corrective action in an expeditious manner. Any investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Typically, an investigation would include private interviews with the person filing the complaint, with witnesses (as appropriate), and with the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we also will impose disciplinary action.

Relationships Between Students and Faculty, Administration or Staff
As a member of Babson’s faculty, administration or staff there may be times when you are in a position of power with regard to students. While on the one hand, Babson encourages its employees to develop supportive relationships with students, it is generally inappropriate to develop a sexual relationship with students and such relationships are prohibited. It clearly is inappropriate when the employee is in a direct teaching, supervisory, or advising role vis-à-vis the student. Even if both parties believe the relationship to be consensual, it is difficult to know if the student’s consent is genuine or motivated by fear of reprisal. In an academic setting, others may reasonably have concerns about unfair academic advantages and this negatively impacts our entire educational environment, as well as raise sexual harassment issues. It is your responsibility to avoid putting either yourself or a student in a situation as described above, or if you find yourself in such a situation to work with your department head to remedy it as quickly as possible. Failure to do so will subject you to disciplinary action.

Sexual Harassment Towards Students
The College will also not tolerate sexual harassment toward any student by any employee. Sexual harassment toward a student arises where a school employee:

1. explicitly or implicitly conditions a student’s participation in an education program or activity or bases an educational decision on the student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature; or

2. engages in sexually harassing conduct (that can include unwelcome sexual advances complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months), requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) that is sufficiently severe, persistent or pervasive to limit a student’s ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Disciplinary Action
If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies
In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint
with the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC-180 days; MCAD-6 months).

**United States Equal Employment Opportunity Commission**  
1 Congress Street –10th Floor  
Boston, MA 02114  
(617) 565-3200

**The Massachusetts Commission Against Discrimination**  
**Boston Office:**  
1 Ashburton Place, Room 601  
Boston, MA 02108  
(617) 727-3990  

**Springfield Office:**  
424 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

**United States Department of Education**  
Office of Civil Rights, Boston Office  
5 Post Office Square, 8th Floor  
Boston, MA 02109  
Telephone: (617) 289-0111  
Fax: (617) 289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)