

**From:** Office of the Chief Operating Officer  
**To:** All Staff, All Administrators  
**Subject:** Required Training – Workplace Discrimination, Harassment and Retaliation

Dear Administrators and Staff,

Our nation is at a critical point in recognizing and addressing unlawful discrimination, sexual harassment and sexual misconduct. In our continued efforts to foster an educational and work environment that is free from discrimination and harassment, Tulane is **requiring** all administrators and staff employees to complete mandatory online discrimination and harassment prevention training. Tulane's Equal Opportunity and Anti-Discrimination Policies are located at <https://www2.tulane.edu/equity/reporting-complaints.cfm>.

**You have the option of choosing among three excellent online course options. To fulfill your requirement, please complete two of the following three online sessions by no later than March 15, 2018:**

1. **Prevent Discrimination and Harassment** - This course covers the basics for supervisors, including scenarios designed to help you navigate common trouble areas.  
Audience: Supervisors - **Duration: 45 minutes**
2. **Workplace Harassment Prevention Fundamentals** - This course explores various facets of workplace harassment prevention through multiple scenarios, clear explanations, and creative knowledge checks.  
Audience: Faculty, Staff, and Supervisors - **Duration: 45-50 minutes**
3. **Prevent Sexual Violence Together** - Sexual violence, intimate partner violence, and stalking disrupt and diminish your campus community. This course examines concrete, common-sense ways to fight back, including recognizing, reporting, and preventing these offenses.  
Audience: Faculty, Staff, and Supervisors - **Duration: 45 minutes**

You can login to access these courses, which have been provided to Tulane by United Educators, by accessing the following link: <https://learn.ue.org/OP7KJ089860/TulaneEmployee>. Please note that a short registration is required. We will follow-up with you, as needed, to track your completion.

Questions regarding the training may also be directed to the Office of Institutional Equity at [oie@tulane.edu](mailto:oie@tulane.edu) or call (504) 862-8083. Complaints of discrimination harassment must be immediately reported to OIE or you may file a report at [Tulane.edu/concerns](https://tulane.edu/concerns). To schedule an in-person education program for your department, please contact:

Office of Institutional Equity  
Email: [oie@tulane.edu](mailto:oie@tulane.edu)  
Phone: (504) 862-8083

OR

Tulane's Title IX Coordinator

Email: [msmith76@tulane.edu](mailto:msmith76@tulane.edu)  
Phone: (504) 314-2160

Thank you for your support with this important initiative.

Sincerely,

Patrick Norton  
Senior Vice President and Chief Operating Officer

Shantay Bolton  
Vice President, Office of Human Resources

Deborah Love  
Vice President, Office of Institutional Equity