

Millersville University
Finance and Administration Division
Management Directive

By Direction of: Roger V. Bruszewski
Vice President for Finance and Administration

Department(s)	All Finance and Administration Departments
Subject:	Explicit Material
Date:	December 3, 2009
cc:	All F&A Managers

Displaying or distributing sexually explicit material in the workplace, including material from the internet, or sexually explicit jokes sent via e-mail may constitute sexual harassment and is therefore prohibited at Millersville University workplaces. Moreover, even if a display does not rise to the level of sexual harassment, sexually explicit material in the workplace is considered unprofessional and potentially disruptive to a positive and productive workplace. Any such material should be immediately removed from University property including university vehicles and equipment. This includes but is not limited to the display of sexually suggestive objects, cartoons, posters, calendars, magazines or pictures of scantily clad individuals, or displaying sexually suggestive material on a bulletin board, in a locker or break room or computer screens or screen savers.