

POLICY AGAINST SEXUAL AND OTHER UNLAWFUL HARASSMENT, DISCRIMINATION AND RETALIATION

The Institute is committed to maintaining the campus community as a place of work and study for faculty, administrators, staff and students, free of sexual and other unlawful harassment and discrimination and retaliation. Any behavior constituting unlawful harassment, discrimination or retaliation toward any individual in the course of any Institute-administered program or activity is prohibited. The Institute does not tolerate such unlawful behavior and will take prompt and effective corrective action including, where appropriate, disciplinary action up to and including dismissal or expulsion.

Non-harassment

Harassment includes verbal, physical and visual forms of harassment, and conduct related to sexual favors, based upon a person's protected status, including race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, disability, medical condition, marital status, citizenship status, gender identity or other status protected by law.

Verbal harassment includes conduct such as epithets, insults and derogatory comments. Physical harassment includes conduct such as assault, impeding or blocking movement or any physical interference with normal work or movement. Visual forms of harassment include derogatory posters, cartoons or drawings. Conduct related to sexual favors includes unwanted sexual advances that condition benefits upon an exchange of sexual favors.

Sexual harassment warrants special attention.

Whether committed by faculty, students, supervisors or non-supervisory staff; sexual harassment in the workplace and in the educational environment is prohibited. This includes, but is not limited to, unwelcome acts or statements including sexual advances, touching, propositions, continual verbal commentaries about an individual's body, sexually degrading words used to describe an individual and/or the display in the workplace or educational environment of sexual objects or pictures; or other physical, verbal or visual conduct based on gender when (1) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive or abusive environment; (2) submission to the conduct is an explicit or implicit term or condition of student status or employment; and/or (3) submission to or rejection of the conduct is used as the basis for an employment or academic decision.

Institute officials are empowered and required to address harassing behavior promptly and thoroughly. One may always directly contact the department head or supervisor; if the problem concerns the department head or supervisor, one may contact a next level supervisor. One may always contact the Institute Equal Opportunity Officer.

An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the Institute concerning the individual student, faculty or staff member's position or status. Retaliation is forbidden.

Non-discrimination

Decisions regarding conditions of student status including recruitment, retention and participation in programs by students, will not be based on race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, disability, medical condition (cancer-related), marital status, citizenship status, gender identity, or other status protected by law. The Institute will offer reasonable accommodation to qualified individuals with disabilities to the extent provided by law.

General Procedures

Any students or other person who believe they have been subjected to unlawful harassment, discrimination or retaliation in the course of an Institute-administered program, job, or activity, or wishes to report awareness of such conduct, should provide as soon as possible a written or oral complaint to any Institute officer or the Equal Opportunity Officer.

The person making a complaint (the complainant) should ordinarily include details of the incident(s), name of the person alleged to have engaged in the conduct (the respondent), and the names of any witnesses.

In addition, apart from complaints of unlawful harassment, discrimination or retaliation, an individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

Institute core faculty, officers, supervisors and managers have a duty to report any conduct that they believe may constitute unlawful harassment or discrimination, to the Equal Opportunity Officer and, at their option, to their supervisor.

The Institute's inquiry into the complaint will be timely and thorough. The Institute will take prompt and effective corrective action for any unlawful conduct.

POLICY ON DUAL RELATIONSHIPS

The following statement applies to faculty and students in all programs:

Because of the inherent inequalities in power between the roles of students and faculty, close personal relationships between students and faculty members are potentially problematic. Students and faculty members are advised to enter into such relationships with sensitivity and caution. Faculty members should be aware of the possible impact of such relationships on their evaluations of a student's academic performance, as well as the appearance of favoritism...whether real or imagined. It is advised that faculty members not continue as instructors of, nor sit on any evaluative committees of, any students with whom they share a close personal relationship.

The following statement pertains to dual relationships involving psychotherapy or supervision. Faculty who are also practicing clinicians, counselors or psychotherapy supervisors, are advised to recall APA's Ethical Principles for Psychologists, which states:

Psychologists are continually cognizant of their own needs and of their potentially influential position vis-à-vis persons such as clients, students and

subordinates. They avoid exploiting the trust and dependency of such persons. Psychologists make every effort to avoid dual relationships which could impair judgment or increase the risk of exploitation. Examples of such dual relationships include, but are not limited to, research with and treatment of employees, students, supervisees, close friends, or relatives. Sexual intimacies with clients are unethical.

It is the policy of the faculty in both the ICP and PSY programs that a student may not receive psychotherapy from a faculty member who serves simultaneously as his/her instructor, supervisor, or thesis/dissertation committee member. In the event of such conflicts, the student must choose which of the relationships to forego. This does not relieve the faculty member of the responsibility for avoiding dual relationships with students.

In order to avoid overdependence on its own graduates, CIIS programs will hire graduates from their own programs as core or full-time faculty only after two years of significant graduate level teaching or equivalent experience at other graduate schools; in the case of adjunct faculty, such hiring should also be done after sufficiently significant graduate level teaching or equivalent experience elsewhere or for time-limited positions specifically designed for graduates. Care is taken to avoid dual relationships by not hiring Institute students as teachers unless these issues listed are considered.

Program directors and the division chair carefully monitor potential dual relationships and conflict of interest situations by evaluating any faculty situations in detail, should such potential be present. It should be noted that all such situations need to be evaluated on a case by case basis (e.g., a degree from another institution may qualify a student to teach in a program in which s/he is not a student). Faculty members and program directors only allow the above mentioned situations to occur after informing and discussing the situation with the division chair first.

CRIMINAL AND VIOLENT BEHAVIOR AND WORKPLACE VIOLENCE POLICY

The Institute maintains a Workplace Violence Policy, a copy of which is available in the Office of Human Resources. In the event of a campus incident created by individuals or groups involved in violent, criminal or abnormal behavior or disturbances, the following actions should be taken:

Immediately contact the Institute reception staff at ext. 100. Provide Public Safety Officers with the following information if possible:

- a) nature of the incident
- b) location of the incident
- c) description of the person or persons involved
- d) description of the property involved

All individuals should avoid risks in dealing with or observing any suspicious situations or criminal offense.