



Sexual Harassment Policies and Information

APPENDIX A

Policy Comments and Examples

1. Quid Pro Quo Harassment

In the case of quid pro quo harassment, the harasser is usually someone with the formal authority or power to make or influence a decision affecting the person's employment or education. A single instance of quid pro quo harassment may result in the imposition of any sanction, including the dismissal of a faculty or staff member or the expulsion of a student.

Following are some examples of conduct that may constitute quid pro quo harassment:

- (a) Granting or denying an employment or education related benefit, such as a promotion, work assignment, course grade, or letter of recommendation, because of a person's submission or refusal to submit to a sexual advance, request for sexual favors, or other sexual conduct;
- (b) Stating or implying that a person's submission or refusal to submit to sexual conduct will result in the person's receipt or denial of an employment or educational benefit.

2. Hostile Environment Harassment

The harasser in the hostile environment situation can be a person in a position of formal authority or power, but can also be a co-worker, peer, or even a subordinate of the person harassed. This type of harassment generally involves repeated behavior or a pattern of offensive conduct. However, the university may remedy any improper conduct, and a single instance of hostile environment harassment, if sufficiently serious, could result in the dismissal of a faculty or staff member or the expulsion of a student.

Following are some examples of conduct that may constitute hostile environment harassment:

- (a) Deliberate and unwanted hugging, kissing, pinching, brushing, patting, or other intimate touching of a person's body;
- (b) Persistent and unwelcome sexual flirtations, advances or

propositions of a sexual nature, or requests for dates or sex;

(c) Repeated and unwelcome remarks, written notes, gestures, or jokes of a sexually suggestive nature, unwelcome remarks about a person's appearance, or gratuitous descriptions or requests for descriptions of personal sexual experiences or desires;

(d) The repeated and unwelcome use of belittling, demeaning, or abusive language with reference to the sex of a person or group, or the unwelcome, unreasonable, and offensive display of sexually suggestive or abusive objects, pictures, or illustrations, to the extent that such language or displays are prohibited by equal opportunity law and are not protected by academic freedom;

(e) Hazing, pranks, or other intimidating, harmful, or offensive sexual or nonsexual behaviors directed toward a person or group because of the sex of the person or group;

(f) Sexual assault and other forms of nonconsensual sexual conduct.

3. Unwelcome Conduct

Whether conduct is unwelcome depends on the point of view of the person to whom the conduct is directed. It is generally better for the person harassed to make it clear that the conduct is unwelcome when the conduct occurs, since this may stop the harassment before it becomes more serious and will also serve as evidence that the conduct occurred and was unwelcome. Nevertheless, the conduct may be found to be unwelcome even if the person did not manifestly object to it.

4. Hostile or Offensive Environment

Conduct creates an intimidating, hostile, or offensive environment if objective, reasonable persons would find the environment offensive to them if they were of the same sex and in the same circumstances as the person to whom the conduct was directed. This means that conduct may be prohibited even if the person engaging in the conduct did not intend it to be sexually harassing.

5. Sexual or Nonsexual Conduct

Conduct need not be sexual in nature to be sexually harassing. The conduct may constitute sexual harassment if it is directed toward a person because of his or her sex. A typical example is where a female joins a traditionally male work crew or a male joins a traditionally female secretarial staff, and co-workers refuse to cooperate or even communicate with the non-traditional staff member because of the staff member's sex. Conversely, conduct is not sexually harassing if it is neither sexual in nature nor directed toward a person because of his or her sex.

APPENDIX B

Sexual Assault Response Procedures

This Sexual Harassment Policy prohibits all forms of rape, sexual assault, and other forcible and nonforcible sexual offenses of a criminal nature. Following is an outline of the university's procedures for reporting and responding to a criminal sex offense:

1. The crime should be reported immediately to Campus Security. The victim also has the option to notify the Tacoma Police Department, whether or not the offense is reported to Campus Security. If the victim so desires, the university will assist in notifying the police.
2. The victim should be encouraged to seek immediate medical attention. A prompt medical examination is important to check for possible injuries or infection and to collect medical evidence needed in the event of a criminal prosecution.
3. The victim should also be encouraged to seek personal counseling and support from Counseling, Health, and Wellness Services, the Pierce County Sexual Assault Crisis Center, or another counseling service of the victim's choice.
4. The victim should be informed of the option to report the offense to a designated campus official in accordance with this Sexual Harassment Policy, if applicable.
5. If the victim so desires, the university will make alternative campus housing and academic arrangements as may be appropriate and reasonably available in the circumstances.

For additional information about these procedures, contact any of the designated officials as provided by the Sexual Harassment Policy. The University of Puget Sound provides various educational programs to promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. Contact the Office of the Dean of Students for information about these programs.

APPENDIX C

Informal Resolution Alternatives

Following are some of the possible ways in which a complainant might be assisted in resolving a sexual harassment problem on his or her own.

- (1) The complainant might be empowered to handle uncomfortable situations personally by using a variety of interpersonal techniques, such as the following:

Deal with the situation immediately. Don't equivocate. Simply tell the person, "What you are doing makes me uncomfortable," or "I don't like to be touched, please don't do it." Describe what is happening while it is happening: "You have your hands on my shoulders," or "This is the second time today you've brushed against my body when you walked by."

Don't smile at the harasser. Don't look down or away. Stare right back. Don't let the harasser get too close or lean on you. Stand up or move away. Avoid gestures that might be perceived as

defensive and appealing. Don't ask the harasser for personal advice, and don't answer personal questions. Keep dealings with the person on a strictly professional level.

If there is a significant age difference between you and the harasser, try asking how the harasser would feel if his or her own child were treated this way. Or ask how the harasser would feel about answering a question about his or her conduct from a professional colleague, a supervisor, or a news media reporter.

Leave a copy of this Sexual Harassment Policy on the harasser's desk and highlight the part that describes what he or she is doing to you.

(2) Alternatively, the complainant might be encouraged and supported to try resolving the problem by initiating a conversation about it directly with the person whose conduct is objectionable. The complainant may wish to do this on his or her own or in the company of another person.

(3) The complainant might also write a confidential letter to the person whose conduct is objectionable. The letter should contain an objective description of the offending conduct, a statement of how the writer feels about it, and a demand that it stop. The letter should be sent by certified mail, but copies should not be sent to anyone else since this may defeat the purpose in achieving an effective, confidential resolution of the problem. However, the writer should keep a copy of the letter and the return receipt as evidence in case the behavior recurs.

Origination Date: 1/1983

Revised: 4/1999

Owner: President's Cabinet

Contact: Assistant to the President/Secretary of the Corporation

[Top of Page](#)

[Sexual Harassment Policy](#)

[Campus-wide Policies Page](#)

[Policies Directory](#)

[Human Resources Home Page](#)

President' s Cabinet

Contact: asmith@ups.edu



Copyright © 2003 Last update: Monday, June 24, 2002