

# **Appendix F**

## **Policy on Sexual Harassment for University Employees**

### **A. GEORGIA SOUTHWESTERN STATE UNIVERSITY'S POLICY AGAINST SEXUAL HARASSMENT**

It has always been our policy to maintain the best possible working environment for all faculty, staff, and students. This includes the right of all employees and students to be free from sexual and all other forms of unlawful harassment of any kind in the workplace, including harassment because of someone's race, color, religion, gender, national origin, age, disability, or any other characteristic protected by applicable federal, state, or local law. Georgia Southwestern State University will not tolerate such harassment. This subject is also part of our Equal Employment Opportunity policy which protects the right of every employee to be free from unlawful discrimination of any kind.

1. What is Sexual harassment? Sexual harassment is any unwelcome advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when...
  - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
  - b. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting that individual, or
  - c. such conduct has the purpose or effect of substantially interfering with an individual's learning or work performance or creating an intimidating, hostile, or offensive work or academic environment.
  
2. Sexual harassment can take many forms, including but not limited to:
  - a. Remarks of a sexual nature concerning a person's body or clothing, leering, or staring.
  - b. Sexually explicit slurs or words that are used to describe a person.
  - c. Unnecessary and unwelcome touching, patting, pinching, or fondling.
  - d. Unwelcome propositions or requests for social dates or sexual activity.
  - e. Unwelcome jokes, comments, or conversations of a sexual nature.
  - f. The circulation or displaying of sexually-oriented cartoons, pictures, or other potentially offensive materials while on campus.

g. Remarks exchanged by two consenting adults that may be offensive to other individuals.

**3. What should you do if you think that you're being subjected to sexual harassment at Georgia Southwestern State University?**

First, make it clear to the harasser that his or her behavior is unwelcome, and firmly request that it be stopped. It is all too common for someone accused of sexual harassment to say, "I didn't realize that she/he would be offended by that." Whatever the intent, however, the effect of harassment can be devastating. Sensitivity to the impact of one's actions on others is essential. As in the case of any other unfair or unwanted workplace practices, you are strongly encouraged to bring your concerns to your supervisor or the University's Affirmative Action Officer in the Human Resource Department if you are an employee. If you are a student, you should contact the Judicial Officer or Dean of Students and Admissions Services. The earlier you report it, the earlier university officials can investigate your concerns. You are assured that any complaint under this policy will be handled fairly. No reprisal or retaliation will occur because of the report of an incident of suspected sexual harassment. In the case of an investigation involving a GSW employee, any information gathered will be kept separate from the employee's personnel file. Information will be kept confidential and only disclosed on a need-to-know basis in order to investigate and resolve the matter. The seriousness of this type of complaint dictates that each incident be examined impartially and resolved promptly.

**4. Grievance Procedures: The faculty, staff, and student handbooks articulate your right to file a formal grievance.**

**5. What are the penalties for Sexual Harassment?**

Each incident will be handled on a case-by-case basis. Any employee or student who is found to have engaged in inappropriate conduct or harassment of another employee or student will be subject to appropriate action according to the severity of the incident up to and including termination of employment or appropriate judicial action