

What is Harassment?

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

It can take many forms, from constant joking to physical assault. It may involve threats that you will lose your job or that you will fail in class. Your co-workers or fellow student may make your work, study or living environment uncomfortable through continuing sexual comments or pressures. You may be the victim of sexual harassment if: (1) unwelcome sexual advances or comments interfere with your work or study; (2) acceptance or rejection of sexual advances affects your status as a student or employee; or if (3) submission to sexual advances is a condition of your employment or education.

Sexual harassment may be heterosexual or homosexual. It may involve sexually degrading comments, insults and gestures or blackmail or assault, “friendly” pinch or pat, sly innuendos, suggestive remarks about a person’s figure or physique, repeated inquiries about a person’s private life, “locker room” talk, constant endearments such as “honey” or “sweetie”, or outright sexual propositions. These are all forms of

sexual harassment if they create an offensive work or study environment.

Bullying

Bullying is repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work/study.

Examples of Bullying:

Verbal: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as the center of jokes; abusive and offensive remarks.

Physical: pushing; shoving; kicking; poking; tripping; assault or threat of physical assault; damage to a person’s work or personal area or property.

Gestures: non-verbal threatening gestures, glances which can convey threatening messages.

Exclusion: socially or physically excluding or disregarding a person in work/education-related activities.

Social Media: the posting of humiliating, insulting or hurtful comments and messages.

Discrimination Harassment

Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that shows hostility or aversion toward an employee or student because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information, military service or any other characteristic protected by law. You may be the victim of discrimination harassment if (1) unwelcome conduct interferes with your work or study; (2) the unwelcome conduct creates an intimidating, hostile or offensive work, study or living environment; or if (3) the conduct adversely affects the person’s employment or education.

Harassing conduct may involve but is not limited to epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the campus or circulated on the campus using University equipment by email, phone (including voice messages), text messages, social networking sites, etc.

How Can I Help Prevent Harassment?

- Share the information in this brochure with others.
- Be supportive of people you know who are facing this problem. Encourage them to resist and take action.
- If you observe harassment, be courageous enough to offer to be a witness. Put yourself in the victim's place and remember that you will need encouragement and support if this ever happens to you.
- Don't be forced into "going along with the crowd" and accepting harassment as "the way things are" or as a joking matter.
- Support legislation that seeks to prevent harassment.

What Can I Do If I Have a Harassment Problem?

- First tell the harasser that their behavior is unwanted, tell them "NO!". It is important to say very clearly that the harassment is unwelcome and you want it to stop at once.
- Keep records – keep track of dates, places, times, witnesses and the nature of the harassment.
- Talk to your co-workers or fellow students. Find out if they or anyone else they know have been harassed by the same person. See if they will support you if you decide to take action.
- Call the Affirmative Action Office at 635-2697. Call any time, either when the harassment first begins or after you have tried handling it yourself. Call and ask for advice – you don't have to begin with a formal complaint.

All calls are confidential and you won't be forced to do anything you don't want to do.

Who Do I See For Help And Support?

Members of the University community who believe that they have been harassed should contact the Affirmative Action Office. The affirmative action officer of Lake Superior State University is:

Philip Espinosa
Associate VP of Human Resources
Administration Building, Room 216

The affirmative action officer will:

1. advise a person with a problem of the possible avenues available for resolution.
2. initiate an investigation into the matter and work with other administrative and academic personnel and grievance committees within the University to obtain an appropriate resolution
3. maintain confidentiality to the extent possible and maintain discretion necessary to protect all parties while conducting an investigation.
4. serve as a consultant to all involved parties, administrative personnel and grievance committees.
5. monitor the University's adherence to the harassment policy

Any faculty or staff member who gains knowledge of an act of harassment which violates this policy must report the incident immediately to the affirmative action officer

Harassment

Identify It Prevent It Resolve It

Lake Superior State University
650 W Easterday Ave
Sault Ste. Marie MI 49783

It is the policy of Lake Superior State University that no person shall be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in employment, or in any program or activity for which the University is responsible on the basis of race, color, national origin or ancestry, gender, age, disability, religion, height, weight, sexual orientation, marital status or veteran status.