

# YOU CAN STOP SEXUAL HARASSMENT

## What is Sexual Harassment?

Sexual harassment is any repeated or unwarranted verbal or physical sexual advance, sexually explicit or derogatory statement, or discriminatory remark made by someone in your classroom or workplace which is offensive or objectionable, or which causes you discomfort or humiliation, or which interferes with your academic/work performance.

Sexual harassment can include, but is not limited to the following:

- Verbal harassment or abuse
- Unnecessary touching
- Disparaging remarks about your gender
- Sexist jokes about your clothing, body, or sexual activities
- Deliberate cornering
- Obscene gestures
- Requests for sex in exchange for grades, letters of recommendation, or employment opportunities
- Demands for sexual favors accompanied by implied or overt threats
- Physical assault

In case of physical assault, rape, or attempted rape, contact the Olympic College Safety and Security office (or) your local police department immediately.

## What If You are Sexually Harassed?

In the past, students/employees have coped with sexual harassment in a variety of ways. Some students have dropped courses, or even changed their program of study. Some employees have quit their jobs or put up with the harassment just to keep their jobs. Common

fears were that people would not believe them, that the harasser would retaliate if confronted or reported, that the college would be on the side of the offender, that there would be a lack of confidentiality, that they as a victim had misread the initiator's intentions, and finally, that they were somehow responsible for the harasser's behavior (that they had "asked for it").

## What Can You Do?

You may feel you are overreacting, believe you encouraged the harasser, or think your situation is not serious enough to report. Remember, you are not responsible for the harasser's actions and behaviors. You are responsible for taking care of yourself. Here are some direct actions you can take:

### Say "No"

Let the harasser know you are uncomfortable with his/her behavior and you want the behavior stopped. Tell them you will report the incident...

### Tell Someone

Talk with an Olympic College Process Facilitator (the list is available from Human Resource Services) or your supervisor.

### Keep a Record

If the behavior continues, keep track of specific dates, times, places, and statements to assist in supporting a complaint.

### Report the Behavior to:

Linda Yerger  
Human Resource Director  
Fifth Floor, College Service Center  
(360) 475-7300  
Or:  
Dr. Richard MacLennan  
Vice President of Student Services  
Third Floor, College Service Center  
(360) 475-7208  
Or: Your Supervisor  
Your Supervisor

## File a Complaint

State the facts about harassment, how you feel about the behavior, the impact the incidents have had on your behavior, your attitude and a specific description of what you want to happen next. File a complaint with Linda Yerger, Human Resource Director. The Human Resource Office is located on the 5th floor, CSC.

Another option is to file a complaint with the Equal Employment Opportunity Commission, the Office of Civil Rights, the state Human Rights Commission, or consult with an attorney.

## Remember

YOU HAVE THE RIGHT to work and study in an atmosphere free of harassment and discrimination.

YOU HAVE THE RIGHT to be judged by the same criteria as all other students/employees, not by standards that are less demanding or more rigorous, or different in any way.

YOU HAVE THE RIGHT to complain, free from retaliation.

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***"Sexual Harassment will not be tolerated at Olympic College.***

***It is against the law and against the policies of Olympic College."***

## OLYMPIC'S AFFIRMATIVE ACTION PROGRAM

Olympic College, Community College District No. 3, shall provide equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, status of disabled or Vietnam-era veteran, or political opinions or affiliations.

It is a realization that discrimination, and the prejudice from which it results, is deeply ingrained within our culture. Concentration on the mere prevention of discrimination can result in the implementation of practices which provide only superficial equality. Such practices, while possibly within the letter of the law, do not enact the full intent of the federal and state legislation, presidential and gubernatorial executive orders, or the courts' interpretation of these mandates. Therefore, Olympic College will organize and implement practices and programs which aid in overcoming the effects of discrimination in regard to all of the protected groups.

In establishing affirmative action as a priority, Olympic College leadership believes that affirmative action must occur not only in the employment phase of its operation, but also in its educational programs, since it is in this area that the educational system impacts the makeup of the labor force of the future. Olympic College will operate aggressively and affirmatively in implementing and maintaining programs which will promote genuine equal education and employment attitudes and opportunities.

Complying with this policy is a priority commitment to affirmative action in the day-to-day operations at Olympic College, resulting in improved opportunities for protected groups and an improved learning environment.

The Affirmative Action Officer is responsible for the implementation and maintenance of systems which monitor the effectiveness of the College's Affirmative Action Plan. While it is the obligation of all staff members to assist in achieving goals for the plan, administrators and supervisors are expected to provide leadership in this effort.

Those persons who have questions or grievances regarding affirmative action or equal employment and education opportunities at the College are invited to contact the President or the Affirmative Action Officer.

Adopted by the Board of Trustees March 28, 1989 Revised August 27, 1991, May 23, 1995

### Harassment/Discrimination Complaint Policy

We, the Olympic College Community, believe in and support healthy relationships among individuals, therefore, harassment/discrimination is NOT tolerated at Olympic College.

Olympic College has established an educational environment for students, staff, and faculty in which the dignity of all individuals is respected. In support of the affirmative action policy the College will not tolerate the harassment or discrimination of any person and such conduct shall be deemed unacceptable and shall be grounds for disciplinary action and/or separation of the relationship of that person with the College.

Discrimination is the process of making a distinction in favor of, or against, a person on the basis of race, ethnic origin, creed, color, sex, national origin, age, marital status, religion, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, or status as a disabled or Vietnam-era veteran, political opinion, or affiliations.

Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or (2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting such individual; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

The procedures for resolving harassment/discrimination complaints provide for options to receive information and assistance, as well as to file a complaint.

Students or employees who believe they have been harassed or discriminated against and wish to discuss a complaint, may contact their supervisor, or a process facilitator.

Students and employees who believe they have been harassed or discriminated against are urged to file a written complaint with Linda Yerger, Human Resource Services. The individual may also, in lieu of filing a complaint with the institution, file a complaint with the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OC R), the state Human Rights Commission (HRC), or consult with an attorney.

The College does not voluntarily disclose any information regarding the complaint, but the complainant will be advised that the Public Records Disclosure Act may require the information to be disclosed if a public records request is made. The complainant will also be advised that the College will not tolerate any type of retaliation against the complainant once the investigation commences as the result of a complaint being filed.

(7/22/93)

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Its against the law !

  
OLYMPIC COLLEGE