

## Sexual Harassment Is Against The Law

Sexual harassment is sex discrimination under the Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 and the Kansas Act Against Discrimination (KSA 44-1001). Under these laws, educational institutions are responsible for preventing sexual harassment of their students and employees. Sexual harassment is also a violation of College/Tech School Policy 603.

For questions or a copy of the Sexual Harassment Policy and Procedures contact the **Dean of Administrative Services** or visit <http://www.sccc.edu/go/hrforms> policies and procedures.

### What To Do And Where To Go

- Say "NO" clearly
- Keep a written record of dates and times of incidents
- Tell someone you trust
- For help or information, contact the:

**Dean of Administrative Services**  
(620) 417-1018

for  
*Filing of formal charges*  
*Advice regarding the grievance process*  
*Information*  
*Options*  
*Resources*

**Dean of Student Services**  
(620) 417-1016

for  
*Complaints between students*  
*Referrals*

**Director of Human Resources**  
(620) 417-1121

for  
*Information*  
*Referrals*

**Your Supervisor or Instructor**  
for

*Information*  
*Referrals*

**US Equal Employment Opportunity Commission (EEOC)**

**Kansas City Area Office**  
Gateway Tower II  
4<sup>th</sup> & State Ave., 9<sup>th</sup> Floor  
Kansas City, KS 66101  
(800) 669-4000  
(913) 551-6957 (fax)

for  
*Information*

Seward County Community College/Area Technical School does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its programs and activities.



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## Stopping Sexual Harassment



Seward County Community College ♦ Area Technical School

## What is Sexual Harassment?

Sexual Harassment is unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Sexual Harassment is not:

- a relationship between friends
- a hug between friends
- a mutual flirtation

Sexual Harassment may occur between a supervisor and an employee (including student employees), an instructor and a student, one student to another, or an employee to another.

### Sexual Harassment Occurs When:

- acceptance or rejection of sexual advances is a condition of your education or employment
- acceptance or rejection of sexual advances affects your grades, your performance evaluation, or any academic or personnel decision that concerns you
- unwelcome sexual actions interfere with your performance or creates an intimidating, hostile, sexually offensive work or education environment

### Sexual Harassing Behavior *May* Include:

- repeated unwanted sexual flirtations, advances or propositions
- continued or repeated verbal abuse or innuendo of a sexual nature
- uninvited physical contact such as touching, hugging, patting, brushing or pinching
- verbal comments of a sexual nature about an individual's body or sexual terms uses to describe an individual
- display of pictures, posters or cartoons that a reasonable person would find offensive or sexually suggestive
- continued or repeated jokes, language, epithets or remarks of a sexual nature
- prolonged staring or leering
- making obscene gestures or suggestive or insulting sounds

- demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or academic status or promises of preferential treatment
- indecent exposure

#### For Example

- *An instructor, supervisor, co-worker, or student hugs, pats, or otherwise touches you in a sexual way that upsets you or interferes with your work or education.*
- *Your supervisor offers you a promotion in return for your sexual attention and/or threatens reprisal if you refuse.*
- *An instructor, supervisor or etc makes repeated sexual comments or asks you questions of a sexual nature which interfere with your work or concentration.*
- *An instructor promises you a better grade or academic opportunity in return for your sexual attention or implies your academic record will suffer if you refuse.*
- *Another student or staff member persistently asks you out (despite your answer of "no"), follows you, corners you in a classroom or in an office, and/or won't leave you alone.*
- *Your supervisor or co-worker persistently uses crude, sexual language which you find offensive, demeaning, and inappropriate in a job-related context.*
- *An agent of the college such as a vendor or repairman makes derogatory comments and jokes that have sexual overtones.*
- *Sexual harassment can take many other forms.*

### What Can I Do If I Think I Am Being Sexually Harassed?

- First say "NO" clearly and firmly. Don't ignore the situation and hope it will stop.
- Report it. Even if you decide not to press charges, it is important to report incidents of harassment and to discuss your options for handling it. You can report harassment to the agents offered at the end of this brochure.
- Consider writing a letter to the harasser, stating what was done, why it was objectionable, and that you want it to stop. Be polite, but firm and clear. If you do write a letter, keep a copy.
- Make a file and keep complete records. Note dates, places, times, witnesses, and the nature of the harassment. Record what was said as accurately as possible. You may need this information later. Don't rely solely on memory.

### What Can I Do If Someone I Know Is Sexually Harassed?

Be supportive; because people who have been harassed may be embarrassed or fear they may not be believed. It is important to listen carefully and sympathetically. Let them know you are concerned. Encourage them to report the harassment and take action. If you are a witness to the harassment, be willing to testify about it.

### How Can I Help Prevent Harassment?

- Be aware. Learn about sexual harassment. Be aware of your own behavior and the behavior of others that may be offensive.
- Don't accept it. Don't participate in it. Don't condone it by your silence.
- Talk about it. Recognize it for the dehumanizing behavior it is. Work to change it.

### What Should I Do If I Am Accused Of Harassment?

Seek the advice of one of the contacts listed at the end of the brochure.

### What About Faculty/Student or Supervisor/Employee Relationships?

Seward County Community College/Area Technical School Policy 623 states: *Unless they are legally married, intimate or sexual relationships with students currently enrolled in a course taught by a college employee are prohibited. Unless they are legally married, an intimate or a sexual relationship between a college employee in a supervisory capacity and any employee in a subordinate position or student, is prohibited. College employees who do not adhere to this policy are subject to discipline, ranging from probation to dismissal.*

### Everyone Is Affected By Sexual Harassment

Although sexual harassment is usually done by men who exert some power over women, it is certainly possible for men to be harassed by women and for same sex harassment to occur. Both men and women can be harassed by co-workers or students who are not in a position of institutional power over them, but who can adversely affect their ability to succeed in their employment or academic work.

The integrity of the College/Tech School community suffers when a sexual harasser remains free to harass others. As a community, we must resolve to eradicate every type of sexual harassment from our Campus.