

STANDARD POLICY/PROCEDURE

FAIRFIELD UNIVERSITY FAIRFIELD, CONNECTICUT

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11-15-82

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OFFICE OF HUMAN RESOURCES

Revised: 12-01-92

10-01-94

SUBJECT

09-01-96

SEXUAL HARASSMENT

PURPOSE:

To state Fairfield University's policy on sexual harassment and to establish procedures available to employees, students and members of the University community for dealing with such matters.

SCOPE:

This policy covers all employees, students (the jurisdiction for student complaints is with the Title IX Coordinator) and other personnel connected with Fairfield University and the Fairfield College Preparatory School (hereinafter called the "Prep" school).

GENERAL:

Fairfield University and the Prep school are committed to viewing sexual harassment as unlawful conduct and wrongful discrimination against the rights of others. It is the policy of Fairfield University and the Prep school, with their long standing Catholic and Jesuit tradition, not to condone or tolerate any behavior, verbal or physical conduct by a University or Prep school employee, student or member of the University or Prep school communities, male or female, which would constitute sexual harassment. Such behavior of identified individuals will be subject to appropriate action including, but not limited to, educational counseling, probation, suspension, expulsion, or termination from the communities or the campus or civil or criminal action.

All members of the Fairfield University and the Prep school communities are urged to be alert to possibilities of sexual harassment and to prevent, report and correct occurrences in our University/Prep School communities.

Sexual harassment is prohibited by state and federal statutes, and is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals, or,
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

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The following circumstances further define prohibited conduct:

1. Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.
 2. Engaging in sexually oriented conduct which reduces personal productivity or time available to work at assigned tasks.
 3. Unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attention.
1. Action: Any employee, student or other individual who is the victim of sexual harassment by a University/Prep school employee or staff member of the University/Prep school communities should promptly report the matter to a supervisor or to the Office of Human Resources. Any supervisor who receives a complaint shall promptly notify the Office of Human Resources. Additionally, any student who is the victim of sexual harassment should report the matter to the Title IX Coordinator. The matter will be promptly investigated and appropriate action will be taken. If the complainant is not satisfied with the resolution, the following procedures shall apply:
 - A. If the complainant is an employee, upon written request to the Office of Human Resources, a resolution committee will be convened to consider the evidence presented, determine the facts, and recommend a decision to the President.
 - B. If the complainant is a student, upon written request to the Title IX Coordinator, a grievance committee will be convened to hear the complaint pursuant to procedures outlined in the Student Handbook.
 2. Any employee, student or other individual who is the victim of sexual harassment by a student should promptly report the matter to the Dean of Students, who will investigate or, if appropriate, initiate the judicial process. The judicial procedures outlined in the Student Handbook shall apply.
 3. Any incidents of criminal misconduct, such as physical assault, should be promptly reported to the University Security Department and the Fairfield Police Department.
 4. In all circumstances outlined above, the complainant will be promptly advised of the outcome of the investigation or proceeding, and action taken by the University.