

Sexual Harassment Policy

PURPOSE

This policy is, and will be in effect in order to verify that the Associated Students, Incorporated and the University Student Union of California State University, Stanislaus offers appropriate guidelines to minimize sexual harassment in the work place.

POLICY

The Associated Students, Inc. (ASI or Association) and the University Student Union (USU) of California State University, Stanislaus are firmly committed to maintaining a professional environment for work and study. This includes the prohibition of sexual harassment, which applies to all members of the Association and all persons employed by the Association.

ASI or USU will not retaliate against any person who has made a sexual harassment complaint or has testified or participated in any way in any sexual harassment investigation or proceeding, and will not knowingly permit retaliation by any administrator, faculty member, supervisor, or co-worker.

1.0 Definition of Sexual Harassment

1.1 Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, physical and/or visual behavior when:

- 1.1.1 Submission to such is made a term or condition of an individual's employment or for an academic grade;
- 1.1.2 Submission to or rejection of such behavior is used as a basis for employment or for an academic grade;
- 1.1.3 Submission to or rejection of such behavior is used as a basis for employment or academic decisions affecting an individual; or,
- 1.1.4 Such behavior has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive work or learning environment.

1.2 Other forms of sexual harassment include, but are not limited to, the following:

- 1.2.1 Verbal harassment: derogatory comments, unwanted sexual advances or comments, and slurs;
- 1.2.2 Physical harassment: unwanted or offensive touching, or impeding or blocking movement, and;
- 1.2.3 Visual harassment: derogatory or offensive posters, pictures, cards, cartoons, graffiti, or gestures.

This policy was voted on and approved by the ASI Senate on: 06/18/02.

The following signature by the ASI President, verifies the approval of the ASI Senate:

Cesar Rumayor

Print Name

Cesar Rumayor

Signature

06/18/02

Date

** This policy may be amended by a two-thirds vote of the ASI Board of Directors.*

PROCEDURE

1.0 Complaints

1.1 Employees and/or students who believe they have been unlawfully harassed are encouraged to discuss the matter with or provide a written complaint to their supervisor, the Administrative Director, the Student Advocate, or the Auxiliary and Business Services Human Resources Officer as soon as possible after the incident. A written complaint should include details of the incident(s), the approximate date(s) of the incident(s), the names of the individuals involved and the name(s) of any witness(es). Prior to filing such a complaint, an employee who believes s/he is being subjected to sexual harassment may, if s/he feels comfortable doing so, state an objective orally or in writing to the person(s) engaging in the harassment and request that s/he cease immediately. Supervisors will refer all harassment complaints to the ABS Human Resources Officer and Equal Opportunity and Internal Relations. The appropriate office official will handle the case in accordance with University Policy and Federal and State laws.

2.0 No Retaliation

2.1 It is the obligation of all employees to cooperate fully in the investigation process. In addition, disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the California State University, Stanislaus Associated Students, Incorporated's complaint procedure to report unlawful harassment. Retaliation by a California State University, Stanislaus Associated Students, Incorporated employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein will not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Human Resources Officer.

3.0 Support

3.1 There are many support services available to employees and students who feel they have been, or are being, unlawfully harassed. At the California State University, Stanislaus Associated Students, Incorporated, such support services for non-student employees may include the Employee Assistance Program or Public Safety. Students at the University who are also employees of the California State University, Stanislaus Associated Students, Incorporated may also seek assistance from the Counseling and Career Services Department, Student Health Services and the Office of Equal Opportunity and Internal Relations. The California State University, Stanislaus Auxiliary and Business Services which the Associated Students, Incorporated contracts for Human Resource Services provides training

programs, including mandatory on-line training, aimed at preventing unlawful harassment through proper education of its employees and supervisors.

Please note that conversations with persons other than the professional staff in the California State University, Stanislaus Associated Students Incorporated's Human Resources Officer does not constitute notice to the California State University, Stanislaus Associated Students, Incorporated of unlawful harassment.

4.0 Corrective Action

- 4.1 If unlawful harassment of or by a California State University, Stanislaus Associated Students, Incorporated employee is established, the California State University, Stanislaus Associated Students, Incorporated will take action that is reasonably calculated to stop the harassment. In cases in which the alleged harasser is not an employee or student, the California State University, Stanislaus Associated Students, Incorporated will take action to minimize the recurrence of any unlawful behavior.

- 4.2 Discipline that the California State University, Stanislaus Associated Students, Incorporated or the University may impose on employees for behavior that violates this policy (or for other unprofessional conduct by a faculty, teacher, coach, counselor, or staff member) may include, but is not limited to, reprimand, mandatory attendance at an unlawful harassment training program, suspension, demotion, or dismissal. Unlawful harassment by non-employees may result in restricting the harasser's access to campus.