

ASK YOURSELF THE FOLLOWING QUESTIONS:

1. Is there equal participation between me and the person I am interacting with?
2. Is there equal power between me and the person I am interacting with?
3. Would I want any of these behaviors to appear on the television evening news?
4. Would I behave this way if my family, spouse, significant other, child or minister were present?
5. Would I want someone else to behave this way toward my spouse, child or significant other?

IF YOU ANSWERED NO TO THESE QUESTIONS, THE BEHAVIOR IS PROBABLY UNWANTED AND MAY BE HARASSING.

WHO CAN HELP?

If you feel you have been a victim of sexual harassment, within the University of Alaska Fairbanks, you may contact:

- Assistant to the Chancellor for Campus Diversity & Compliance 474-6600
- Human Resources 474-7700
- Associate Dean of Students 474-7317

You may also contact a member of the Discrimination Prevention Advisory Team. This is a special team appointed by the chancellor to assist you with questions or complaints involving discrimination. Obtain member list from Human Resources.

Remember, confidentiality is respected.

Outside of the university system, you may contact:

- State of Alaska Human Rights Commission at 1-800-478-4692
- U.S. Equal Employment Opportunity Commission at 1-800-669-4000
TTY: 1-800-669-6820

WHEN IN DOUBT, DON'T!!!

DEALING
WITH AND
PREVENTING

SEXUAL
HARASSMENT



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sexual harassment

is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, which may or may not be of a sexual nature. There are two kinds of sexual harassment:

QUID PRO QUO (SOMETHING FOR SOMETHING)

- submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
- submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

HOSTILE ENVIRONMENT

- such conduct by a supervisor or coworker interferes with an individual's performance or creates an intimidating, hostile or offensive environment.
- such conduct by vendor or customer interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

SEXUAL HARASSMENT INCLUDES:

- jokes
- comments
- pressure for dates
- touching, cornering and pinching
- attempts to kiss or fondle
- threats

IF YOU ARE A VICTIM OF SEXUAL HARASSMENT

BE ASSERTIVE

- Confront the harasser.
- Tell the harasser the behavior is unwelcome and offensive.
- If you can't do it alone, bring along a witness.

SEND THE HARASSER A CONFIDENTIAL LETTER

- Tell the harasser that you will notify his or her supervisor if the unwelcome behavior continues.
- Keep a copy of the letter.

TALK TO OTHERS

- Talk to co-workers; ask if this has happened before.
- Assume that there is no such thing as a first time harasser.

KEEP A RECORD

- Document all incidences of sexual harassment. Keep a record of the harasser's behavior, with dates, times and places. Detail the circumstances to include names of witnesses. Get witnesses to document what they heard or saw. This information can be used to support a complaint.

REPORT HARASSMENT

- Let the department head, supervisor of the harasser, Human Resources representative, or the Assistant to the Chancellor for Campus Diversity & Compliance know what has happened. You are encouraged to report harassing conduct without fear of reprisal.

PERSONAL BEHAVIOR CHECKLIST

Maintaining an environment free from sexual harassment is important for maximum productivity, teamwork and high morale. Examine your personal behavior using the following checklist:

1. Does this behavior contribute to the work or learning environment?
2. Could this behavior offend or hurt other members of the office, class or group?
3. Could this behavior be misinterpreted as intentionally harmful or harassing?
4. Could this behavior be sending out signals that invite harassing behavior on the part of others?

A copy of University Regulation (R04.06.09), addressing sexual harassment, can be obtained from Human Resources, Administrative Services Center, 108 College Road, or from the UA web page at <http://info.alaska.edu/ua/bor/>.