

Sexual harassment is not acceptable behavior on your college campus, in your career or at any time. There are people and procedures that can help you or a friend address inappropriate behavior that may be sexual harassment.

Every member of the faculty and academic staff, every employee, and every student should understand that incidents of sexual harassment will not be tolerated at King's College. Sexual harassment is uncivil behavior. It expresses disrespect. It abuses authority. It exploits and undermines relationships based on trust. It interferes with learning and productive work. It violates the College's policy against sexual harassment and federal, state and local laws prohibiting discrimination and harassment based upon sex.

No one at this college should have to put up with sexual harassment – not from a teacher, not from a colleague, not from a supervisor, not from any member of this community. If you believe you are being sexually harassed, you have the right to object to this behavior, by telling the perpetrator to stop.

Most often the most challenging step is to confront the harasser. Some people may feel comfortable in confronting a person's inappropriate behavior, while others may need help to find ways to confront another person. There are procedures to address the sexual harassment that you and others may face.

In some instances, you may find it necessary to confront the behavior of an acquaintance or even someone you see as a friend. This can be difficult but in the long run you will be helping them by making them aware that this behavior is unacceptable to you and in our society.

There are people on campus that can help you; they are listed in this brochure under "Where to

Get Help on Campus." In addition we are available for discussing concerns you may have regarding sexual harassment, so please do what is right for you and seek help.

Sincerely,



Robert B. McGonigle, Associate Vice President for Student Affairs & Dean of Students



Lita C. Piekara, Interim Director of Human Resources

KING'S  
COLLEGE



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**IT'S**

**NOT**

**ABOUT SEX**

**IT'S**

**ABOUT POWER**

## WHAT IS SEXUAL HARASSMENT?

Sexual Harassment can take place anywhere in the College environment or in the community and it can threaten your ability to achieve academically, live in a positive environment or succeed in the workplace. Sexual harassment can take many forms of unwelcome behavior, including **verbal**: sexual innuendo and other sexually suggestive comments, humor and jokes about sex or gender specific traits; offensive written notes or e-mail that are sexual in nature; sexual propositions, insults, or threats; persistent requests for dates despite refusals; **nonverbal**: leering, whistling, sexually suggestive or insulting sounds, gestures, or visual images; **physical**: any coerced or unwelcome touching, kissing, or other sexual contact.

If you feel you are being sexually harassed, you have the right to take one or more of the following steps.

## DEALING WITH SEXUAL HARASSMENT

1. Say "NO" to the harasser. Ignoring the situation will not make it go away. An unequivocal response will help prevent any misunderstandings about whether the behavior is welcome. Be direct: "I'd like to keep our relationship strictly professional." If you know others who have had similar experiences, approach the offender together.
2. Put it in writing. Write a letter to the harasser; describe the offensive behavior and why you object to it. State that you want the harassment to stop. Keep a copy.
3. Keep a record of what happened. Include the date, time, place, and names of the people involved and of witnesses and who said what to whom.

## WHERE to GET HELP on CAMPUS

Interim Director of Human Resources, Mrs. Lita C. Piekara, located at 181 North Franklin Street or you can call 208-5925.

Associate Vice President for Student Affairs & Dean of Students, Mr. Robert B. McGonigle, located at 166 North Franklin Street or you can call 208-5875.

The Counseling Center, located in the Administration Building room A620 on the sixth floor or you can call 208-5873.

Campus Ministry, Father Richard Hockman, C.S.C., located on the corner of North Franklin Street and Jackson Street or you can call 208-5890.

Someone that you trust; a member of the faculty, administration or staff, residence life professional staff, resident assistants, and resident counselors who live on-campus at King's College.

Refer to your student or employee handbook.

While direct action is encouraged and, in some cases, can stop the harassment, you are not legally obligated to react before pursuing one of the other alternatives listed above, including filing a formal complaint.

If the harassment does not stop after you take direct action, or if you do not feel comfortable taking direct action yourself, you can discuss the situation confidentially with one of the several college representatives. (See "Where to Get Help on Campus")

Even if you are not sure that what you are experiencing is sexual harassment, consult with the Interim Director of Human Resources who will help ensure that the problem is handled effectively. You can also speak with representatives from the Counseling Center, Campus Ministry, a faculty member, a member of the administration or staff, residence life professional staff, a Resident Assistant, a Resident Counselor, or the

Associate Vice President for Student Affairs & Dean of Students.

Informal interventions can often resolve complaints. Inquiries are appropriate whether as a first step or as a continuation of your efforts to resolve the problem. Complaints regarding employees are filed with the Interim Director of Human Resources; Lita C. Piekara. While complaints regarding students are filed with the Associate Vice President for Student Affairs & Dean of Students, Robert B. McGonigle.

King's College's responsibilities include taking appropriate corrective action to reestablish a learning environment free of sexual harassment.