

**Sexual Harassment can take many forms. It may be verbal, nonverbal or physical. No one deserves to be sexually harassed. It's against Michigan Tech policy and it's against the law.**

### **How can I tell if it's really sexual harassment?**

It most likely is harassment if the person:

- Often makes comments or jokes that make you feel uncomfortable
- Keeps pressuring you for dates
- Constantly stares at your body
- Continues the behavior after you've asked them to stop

Sexual harassment is any unwanted, unwelcome attention directed towards a person's sexuality or sexual identity.

**Hostile environment** is the most common form of Sexual Harassment. Sexual harassment has occurred when the following conditions exist:

- The behavior is sexual in nature.
- The behavior is unwelcome.
- The behavior has the effect of creating a hostile or intimidating environment.

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**Sexual harassment is never OK. You have the right to say "no" even if you accept a date, dinner, or agreed to a kiss. No one has the right to force you into any situation you are not comfortable with.**

### **What NOT to do if you are harassed.**

**Do NOT blame yourself.** You didn't cause the harassment and are not responsible for it.

**Do NOT delay.** If you delay taking action when someone harasses you, the harassment is likely to continue.

**Do NOT keep it to yourself.** By being quiet about sexual harassment, you allow it to continue. Chances are extremely good that you are not the only person being harassed.

### **What you can do to stop the harassment.**

Clearly and firmly tell the harasser that the behavior is offensive, stress that you are not interested, and that you want the behavior to stop immediately. Give clear, direct signals.

Label the harasser's behavior as it happens. The harasser may say no one told them they were doing anything wrong. Help them to read the feedback from their actions.

Let the harasser know that you will take further action if the behavior does not stop.

### **If you cannot talk to the harasser, write a memo:**

- List the incidents with dates.
- State why you object to the behavior.
- State that you want the behavior to stop.
- Ask a friend to hand-deliver the memo or send it by registered mail.

### **Document the incident**

Write down what happened; include names, times, locations and specific phrases.

Note if there were any witnesses.

Describe physical or emotional reactions you had at the incident.

### **Report the incident**

Report the incident to the Affirmative Action Officer at 487-3310 or someone else whom you trust.

The Affirmative Action officer is here to listen to you and offer advice. This does not mean you have to file a complaint. The choice is yours.

### **File a complaint**

Michigan Tech has a policy on discrimination/harassment. If you feel that you have been unfairly discriminated against, you can file a complaint with the Affirmative Action Officer. All discussions are confidential.

Most cases of sexual harassment can be resolved without formal action.

### **Retaliation**

Retaliation against individuals who report and/or file complaints of discrimination or harassment, who cooperate in investigations, or who participate in hearings will not be tolerated. Acts of retaliation should also be reported to the Affirmative Action Officer.

## Examples of sexual harassment:

- Unwelcome jokes, propositions
- Displaying sexually suggestive visuals
- Bashing due to sexual orientation
- Pressure for sex
- Unwanted letters, email, gifts
- Leering, ogling, or making obscene gestures

## Effects of Sexual Harassment

Being sexually harassed can devastate a person's health, physical well being, career and schooling.

Reactions to sexual harassment may include:

- Depression
- Anger, fear
- Insecurity, embarrassment
- Feeling powerless
- Shame and low self-esteem
- Headaches
- Sleep disturbances
- Phobias, panic reactions
- Loss of job
- Withdrawal from work or school

## How you can help someone who has been harassed.

- Listen; do not judge.
- Let the person know they are not to blame.
- Encourage action
- Accompany her/him to the Affirmative Programs Office to talk about it.

## Third Party Complainant

Be supportive of people you know who are affected by sexual harassment. If you observe harassment, be courageous and offer to be a witness, or file a complaint yourself as a third party complainant.

## Where can I get help or further information?

### On Campus:

Affirmative Programs Office 487-3310  
Ombudsperson 487-2046  
Dean of Students 487-2212  
Public Safety 487-2216  
Counseling Services 487-2538

### Off Campus:

Office for Civil Rights (OCR) - 1-800-368-1019  
TDD for OCR - 1-800-537-7697  
Equal Employment Opportunity Commission (EEOC) - 1-800-669-4000  
TDD for EEOC - 1-800-669-6820

### Michigan Tech Policy

Michigan Tech has a policy on discrimination/harassment. If you feel that you have been unfairly discriminated against, you are encouraged to file a complaint with the Affirmative Action Officer at 487-3310. The Affirmative Programs Office is located in the Administration Building room 207. All discussions are confidential. Even if you don't intend to file a complaint, we strongly recommend discussing the situation and getting advice for options.

### Training

Online sexual harassment training site:  
<http://www.admin.mtu.edu/aao/SH/?p=introduction>

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[www.admin.mtu.edu/aao/](http://www.admin.mtu.edu/aao/)

10/09

## Guidelines for Dealing with

# Sexual Harassment

**Michigan Technological University**  
**Affirmative Programs Office**  
**487-3310**