

If you think you are being sexually harassed...

Do not accept sexual harassment as the "way things are." You do not have to endure abuse. You may wish to take the following steps to address the situation...

- **SAY NO.** Tell the harasser, either verbally or in writing, to stop. Do not ignore the situation and hope it will stop.
- **TELL SOMEONE.** If you don't feel comfortable telling the harasser how you feel, seek support from friends, fellow students and co-workers. Have one or more of them present when you tell the harasser to stop. Seek support from a counselor, professor, advisor, colleague, or friend.
- **TAKE ACTION.** Write a letter to the harasser communicating what happened, when it occurred, that you want the behavior to stop and that if it does not, you will take action. Sign the letter, keep a copy and give it to the harasser in front of witnesses.
- **KEEP RECORDS.** Keep a journal: write down what is happening to you and keep a record of times, dates and places of the events, your responses and witnesses.
- **SEEK ADVICE.** Promptly call the appropriate sources listed in this brochure for advice and instructions on how to proceed. By discussing the situation, you will learn about the options available to you.

Remember...

- You want the harassment to stop.
- Do not blame yourself, feel intimidated or doubt yourself. You are not responsible for the harasser's behavior. It is not your fault.
- The problem will not go away unless you do something about it. It may only get worse.

Contacts Who Can Assist You...

Hawai'i Community College
Dean of Students: 974-7658
EEO/AA Coordinator: 974-7774

Honolulu Community College
Dean of Students: 845-9235
EEO/AA Coordinator: 847-9843

Kaua'i Community College
Dean of Students: 245-8274
EEO/AA Coordinator: 245-8323

Kapi'olani Community College
Dean of Students: 734-9522
EEO/AA Coordinator: 734-9575

Leeward Community College
Dean of Students: 455-0265
EEO/AA Coordinator: 455-0277
Sexual Harassment Counselor: 455-0365

Maui Community College
Dean of Students: 984-3268
EEO/AA Coordinator: 984-3345

Windward Community College
Dean of Students: 235-7466
EEO/AA Coordinator: 235-7404

Vice President for Community College
Director of EEO/AA: 956-4650

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**You're not alone.
Be informed.**

STOP!
**Stop
Sexual Harassment**

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WHAT IS SEXUAL HARASSMENT?

Sexual harassment is one form of harassment that is unwelcome behavior of a sexual nature. Sexual harassment can occur in many different ways. While it often involves an abuse of authority or power, sexual harassment can also occur between peers. It can occur between students or coworkers. It is also possible for a student to harass a faculty member or employee. In addition, sexual harassment can involve persons of the same or opposite sex, and both men and women can be targets and/or perpetrators of sexual harassment.

Whether sexual harassment comes from a person in authority, or peer, it is not acceptable. In some instances, words or actions may seem appropriate, but you may not be sure if they would be considered sexual harassment. All behavior which is inappropriate is not sexual harassment.

It is the policy of the University of Hawai'i to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is discriminatory and will not be tolerated in any part of the Community College's programs and activities.

Sexual harassment is a form of sex discrimination and is illegal under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Chapter 378 of the Hawai'i Revised Statutes (H.R.S.).

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EXAMPLES OF SEXUAL HARASSMENT

The following are a few examples:

- An instructor, supervisor, co-worker, or student hugs, pats, or otherwise touches you in a sexual way that upsets you or interferes with your work or education.
- A student in your class always uses crude, sexual language, and tells jokes of a sexual nature which you find offensive.
- A student in your class persistently asks you out (despite you saying "no") and he won't leave you alone.
- Your supervisor promises you a big raise in exchange for your sexual attention and/or threatens reprisal if you say no.
- A co-worker has been telling lies and spreading rumors about your personal sex life.
- Every Monday morning before you begin work, the same co-workers sit together and all they do is talk about their sexual activities over the weekend. While you're not included in their conversations, you sit close enough that you hear their conversations and find it terribly offensive.
- Your co-worker's screen saver on her computer is a sexually suggestive picture of men wearing skimpy bikini bottoms.

To be considered sexual harassment, the conduct must be unwelcome or uninvited to the person to whom it is directed or to others directly aware of it when the conduct is severe or pervasive and unreasonably interferes with student's academic endeavors or the career of faculty or staff, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment in any form is unacceptable behavior and should not be tolerated by anyone. It may cause personal anguish as well as interfere with a student's academic endeavors or the career of faculty or staff.

