

RESPONSIBILITIES OF CAMPUS ADMINISTRATORS

All UH Hilo administrators and executives have a responsibility to inform the Chancellor or appropriate Vice Chancellor when they are notified or otherwise become aware of conduct that may constitute a violation of University policy against sexual harassment. Investigations can be initiated by the Chancellor's office based on such reports. If the report is substantiated, campus administrators will take immediate and appropriate corrective action.

The University of Hawai'i at Hilo is an equal opportunity, affirmative action institution and is committed to a policy that prohibits discriminatory harassment on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, gender identity and expression, sexual orientation, or status as a covered veteran.

HELP IS AVAILABLE

EEO/AA Office
Director
Trailer E
Phone: 933-0824

Division of Student Affairs
Asst. Vice Chancellor & Dean of Students
Student Services Bldg., Rm. 210
Phone: 933-0859

Counseling
Counselor
Student Services Bldg., Rm. 201
Phone: 933-3116

Women's Center
Campus Center, Rm. 312
Phone: 974-7306

Kipuka Native Hawaiian Student Center
Director
PB 12, Rm. 8
Phone: 974-7413

This brochure is available in alternate format.
February 2011

CHANCELLOR'S MESSAGE

The University of Hawai'i at Hilo is committed to ensuring a safe learning and working environment in which the dignity of every individual is fully respected. By taking a strong stance against sexual harassment, we build mutual respect where students, faculty, and staff can reach their fullest potential.

Our success depends on the cooperation of the entire University community. We must all work together to prevent sexual harassment, and to deter those who may engage in any other form of discriminatory behavior.



Donald Straney, Chancellor,
University of Hawai'i at Hilo

LEARN MORE

Executive Policy E1.203 Policy on Sexual Harassment and Related Conduct:
<http://www.hawaii.edu/svpa/ep/e1/e1203.pdf>

Administrative Procedure A9.920 Discrimination Complaint Procedures:
<http://www.svpa.hawaii.edu/svpa/apm/pers/a9920.pdf>

"Preventing Sexual Harassment" online Course:
http://www.uhh.hawaii.edu/eeoaa/sexual_harassment.php

STATE AND FEDERAL AGENCIES

Hawai'i Civil Rights Commission (HCRC)
830 Punchbowl Street, Rm 411
Honolulu, HI 96813
Phone: 808-586-8636

U.S. Equal Employment Opportunity Commission (EEOC)
300 Ala Moana Blvd., Rm 7-127
Honolulu, HI 96813
Phone: 808-541-3120

Office for Civil Rights (covers students)
U.S. Dept. of Education
915 Second Ave., Rm 3310
Seattle, WA 98174
Phone: 206-220-7900



PREVENTING SEXUAL HARASSMENT

UNIVERSITY
of HAWAII'¹
HILO

Equal Employment Opportunity and
Affirmative Action Office (EEO/AA)



WHO IS AFFECTED?

Sexual harassment is a form of sex discrimination that often involves an abuse of power; however, it can also occur between peers, such as student-to-student. It is also possible for a student to harass a faculty member. Sexual harassment can involve persons of the same or opposite sex, and both men and women can be targets or perpetrators of harassment. Persons who observe someone being harassed may also be intimidated or offended and experience sexual harassment.

DEFINITIONS

QUID PRO QUO sexual harassment involves abuse of authority. It involves unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when submission to such conduct is either explicitly or implicitly a condition for employment or academic decisions such as promotion, pay raises, performance evaluations, grades, scholarships, or other University benefits.

HOSTILE ENVIRONMENT sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is:

- Severe or pervasive; and
- Has the purpose or effect of either: unreasonably interfering with the employee's work performance or students' academic performance, or creating an intimidating, hostile, or offensive work or educational environment.

EXAMPLES OF SEXUAL HARASSMENT

VERBAL

Unwelcome requests for sexual favors, sexual innuendo, spreading sexual rumors, sexual put-downs and jokes, sexual remarks about a person's clothing or body, offensive written notes, harassing email, cyberharassment

NONVERBAL

Leering, whistling, suggestive or insulting sounds and gestures, posting sexually denigrating pictures or screensavers

PHYSICAL

Uninvited, unwanted touching, patting, pinching, hugging, kissing, or brushing against a person's clothing or body; stalking; coerced sexual intercourse

CONSENSUAL RELATIONSHIPS

Consensual relationships, by definition, do not constitute sexual harassment. However, such relationships can and have led to charges of sexual harassment. Furthermore, romantic or sexual relationships are inappropriate when they occur between teachers and other employees of the University and the individuals they teach, evaluate, or supervise.

A faculty member or other employee of the University who enters or has entered into a romantic and/or sexual relationship with a subordinate (or someone who is likely to become a subordinate) should make arrangements with a supervisor that will ensure all present and future instructional, supervisory, and evaluative obligations will be competently and objectively handled by someone else.

DEALING WITH SEXUAL HARASSMENT

DON'T BLAME YOURSELF OR IGNORE THE PROBLEM.

Many people try to ignore the harassment hoping it will go away. Oftentimes this does not work and the harasser takes the lack of response as an opportunity to continue the behavior.

TELL SOMEONE.

Talk to a friend or someone you trust about what you are feeling. Seek support.

IF POSSIBLE, TELL THE HARASSER TO STOP.

Tell the harasser orally or in writing that his or her behavior is not welcome and you want it to stop. Be as direct as you can: "I'd like to keep our relationship strictly professional."

ASK FOR HELP; YOU ARE NOT ALONE.

Contact the EEO/AA Office, or the Assistant Vice Chancellor, and Dean of Students.

KEEP RECORDS.

Keep written records of incidents, including dates, times, places, names.

RETALIATION IS PROHIBITED

The University of Hawai'i at Hilo prohibits and will not tolerate retaliation. Retaliation is defined as adverse action or hostile treatment against an individual because he or she has engaged in a protected activity such as:

- seeking advice about sexual harassment
- reporting sexual harassment
- expressing opposition to harassment
- filing an informal or formal complaint
- cooperating as a witness in an investigation

SEXUAL HARASSMENT IS AGAINST THE LAW

OBTAINING INFORMATION

Sexual harassment is sex discrimination and therefore illegal. Even if you are not sure that what you are experiencing is harassment, call the EEO/AA Office or the Assistant Vice Chancellor and Dean of Students for information on the University policy. Inquiries can be made anonymously, without disclosing specific details such as names and departments.

MAKING AN INFORMAL COMPLAINT

Informal procedures may be effective in stopping sexually offensive conduct. Informal actions include holding workshops for the affected department; having the dean distribute a letter to students and employees affirming that harassment will not be tolerated; distributing information on sexual harassment; counseling the offender; having all employees take the online sexual harassment prevention program; and other measures designed to raise awareness and deter harassment.

FILING A FORMAL COMPLAINT

UH Hilo has formal procedures for investigating allegations of sexual harassment and retaliation and for taking appropriate corrective action.

Students should contact the Assistant Vice Chancellor for Student Affairs and Dean of Students

Employees should contact the EEO/AA Office

Counseling support services are available through the Women's Center, Counseling Center, and Kipuka Native Hawaiian Student Center.