

## Help is Available

EEO/AA Office  
Mie Watanabe, Director  
Administrative Services Building 1-102  
Phone: 956-7077  
Email: eeo@hawaii.edu  
www.hawaii.edu/eeo

Gender Equity Office  
Jennifer Rose, Gender Equity Specialist  
QLCSS 210  
Phone: 956-9977  
Email: rosejenn@hawaii.edu

Office of the Vice Chancellor for Students  
Lori Ideta,  
Assistant Vice Chancellor & Dean of Students  
QLCSS 409  
Phone: 956-3290  
Email: ideta@hawaii.edu

Office of Judicial Affairs  
Dee Uwono, Director  
QLCSS 207  
Phone: 956-4416  
Email: oja@hawaii.edu

### State and Federal Agencies

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

U.S. Equal Employment Opportunity Commission (EEOC)  
300 Ala Moana Blvd, Room 7-127  
Honolulu, HI 96850  
Phone: 800-669-4000

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

## President's Message

The University of Hawai'i is proud of its campus diversity and commitment to an educational environment defined by civility and mutual respect. Our efforts will be more effective if we have a shared understanding of what this commitment means. All of us – students, faculty, and staff – need to know how to recognize discriminatory conduct such as sexual harassment and how to respond appropriately should a situation arise.

Please read this brochure and take the University's online course on "Preventing Sexual Harassment." Your campus EEO coordinator can also arrange educational briefings for your department. By learning about sexual harassment, you will have taken a critical step toward implementing our policies and preventing discrimination.

Sexual harassment is a form of sex discrimination and is expressly prohibited by University Executive Policy E1.203. Further, the University will not tolerate retaliation against complainants and persons who participate in an investigation. All members of the University community are urged to report incidents of sexual harassment. In particular, campus administrators and executives are expected to notify their Chancellor, Vice Chancellor, or EEO officer if they become aware of conduct that they reasonably believe may violate the University's sexual harassment policy. Complaints of discriminatory harassment will receive prompt attention, and appropriate corrective action will be taken when the policy has been violated.

Thank you for your personal commitment and support.



M.R.C. Greenwood  
President, University of Hawai'i System

## Learn More

- ◆ Executive Policy E1.203 Policy on Sexual Harassment and Related Conduct  
[www.hawaii.edu/svpa/ep/e1/e1203.pdf](http://www.hawaii.edu/svpa/ep/e1/e1203.pdf)
- ◆ UH Mānoa Sexual Harassment Complaint Procedure  
<http://www.hawaii.edu/offices/eeo/docs/UHMSHprocedure2006.pdf>
- ◆ "Preventing Sexual Harassment" Online Course  
[www.hawaii.edu/offices/eeo/training.html](http://www.hawaii.edu/offices/eeo/training.html)

## Responsibilities of Campus Administrators

All UH Mānoa administrators and executives have a responsibility to notify 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 is an equal opportunity, affirmative action institution and is committed to a policy that prohibits discriminatory harassment on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, or status as a covered veteran.

This brochure is available in alternate format.

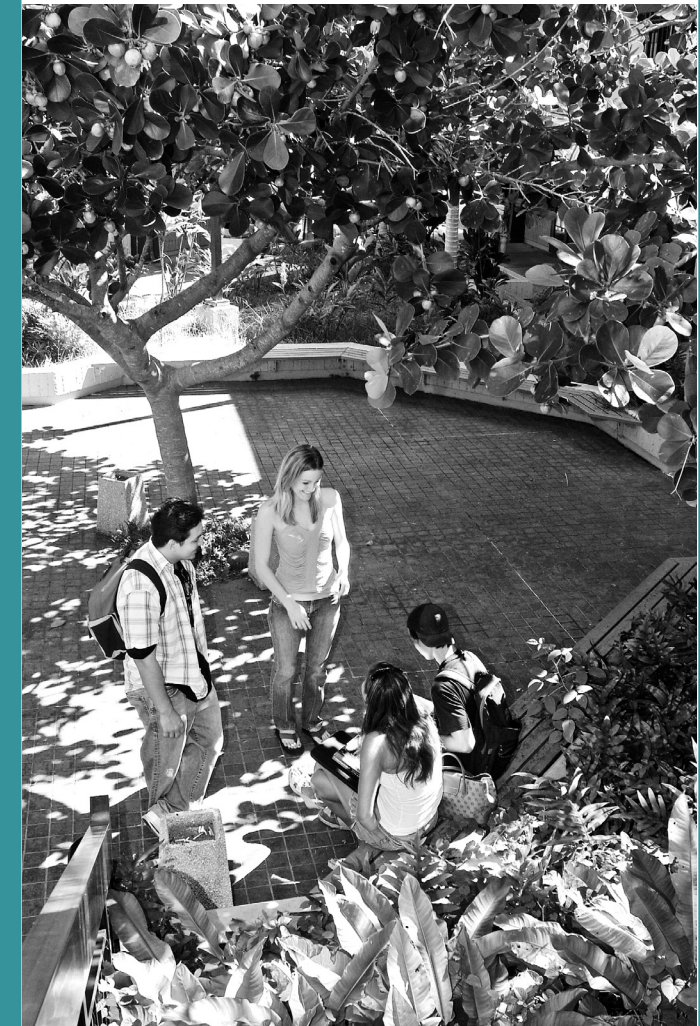
August 2011



# Preventing SEXUAL HARASSMENT

University of Hawai'i at Mānoa

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 student's 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 or 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 Gender Equity Specialist, the EEO/AA Office, Vice Chancellor for Students Office, or your human resources specialist.

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

## Retaliation is Prohibited

The University of Hawai'i 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 Office of the Gender Equity Specialist 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 Mānoa has formal procedures for investigating allegations of sexual harassment and retaliation and for taking appropriate corrective action.

- ◆ **Students** should file complaints with the Vice Chancellor for Students Office.
- ◆ **Employees** should file complaints with the EEO/AA Office.
- ◆ Both students and employees may contact the Gender Equity Specialist for assistance.