



THE RESEARCH FOUNDATION
The State University of New York

STATEMENT OF POLICY ON SEXUAL HARASSMENT

BACKGROUND

The Research Foundation adopted the policy on sexual harassment to establish and maintain a work environment that is free of sexual harassment and to comply with Section 703 of Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991, and the New York Human Rights Law. The Civil Rights Act prohibits discrimination on the basis of race, color, religion, sex, or national origin by employers.

The Research Foundation also disseminated Equal Employment Opportunity Commission (EEOC) "Guidelines on Sexual Harassment" on October 30, 1980, in response to the Foundation's commitment to establish and maintain a work environment free of sexual harassment.

DEFINITION

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, visual depictions, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment; or when submission to or rejection of such conduct by a person is used as the basis for employment decisions affecting such person; or when such behavior has the purpose or effect of substantially interfering with a person's work performance or creates an intimidating, hostile, or offensive working environment.

Sexual harassment may include:

- Verbal harassment or abuse
- Subtle pressure for sexual activities
- Unnecessary touching, patting, or pinching
- Leering at a person's body
- Constant brushing against a person's body
- Demanding sexual favors accompanied by implied or overt threats concerning one's job, performance evaluation, promotion, etc.
- Physical assault

POLICY

The Research Foundation will ensure that the work environment is free of inappropriate and disrespectful conduct and communication of a sexual nature, which adversely affects an employee's working relationship and/or environment.

Sexual harassment of any Foundation employee by managers, coworkers, or third parties will not be allowed or condoned in any of its employment practices. Any Foundation employee who violates this policy may be subject to discipline, up to and including termination.

COMPLAINT PROCEDURE

The Research Foundation has established a complaint procedure for resolving allegations of discrimination. If, as an employee, you feel that the policy on sexual harassment has been violated, contact your supervisor or the affirmative action officer at your campus so that you can obtain a copy of the "Procedure for Resolving Allegations of Discrimination."

WHAT CAN YOU DO IF YOU FEEL YOU ARE BEING HARASSED?

- Say no. Say it firmly, without smiling, without apologizing.
- Keep a diary or log of what is happening to you. Include direct quotes, names of witnesses, and patterns of harassment. Save any letters, cards, or notes sent to you. Keep both the log and notes in a secure place, preferably at home.
- Ask other people who work around the harasser if they have ever been harassed, or if they know of anyone who left because of this behavior.
- Tell the harasser, in writing, that you object to this behavior. Describe the specific things which offend or upset you. Keep a copy of this letter.
- Speak with your supervisor. If the harasser is your supervisor, speak to his/her manager, or to someone he/she would listen to.
- Speak with your Research Foundation affirmative action officer or personnel/human resources officer.
- File a formal written complaint with your campus affirmative action officer, following the Research Foundation's "Procedure for Resolving Allegations of Discrimination."
- File criminal charges with your local police if you were assaulted or raped.