

Administration Manual

Section 9. Sexual Harassment

The ASRC, is committed to providing an environment that will foster respect among all members of the Conference. The ASRC is also committed to assuring that its programs and activities are free of discrimination on the basis of gender. Sexual harassment violates the trust and respect that is essential for providing a positive professional, working and educational environment.

Sexual harassment is a violation of professional ethics as well as a violation of federal and state Law. Specifically, sexual harassment is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972..

What is Sexual Harassment?

Sexual harassment takes a variety of forms. The ASRC defines sexual harassment as follows:

- Unwelcome sexual advances, or
- Requests for sexual favors, or
- Verbal or physical conduct of a sexual nature when,

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's role in the ASRC;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance, or of creating an intimidating, hostile, or offensive working or educational environment.

Repeated or unwanted sexual attention or sexual advances are forms of sexual harassment. Members should not be penalized in the evaluation of their performance for refusing to accept unwanted sexual attention or advances.

Sexual harassment may occur when there is a power difference between the persons involved, as when a senior member or supervisor exploits his or her relationship with subordinates. Sexual harassment may also occur between persons of the same status.

Any member who becomes aware of such harassment is responsible for informing the Board of Directors as soon as possible and for taking steps to prevent continuation of the harassment.

Examples of Sexual Harassment

Examples of verbal or physical conduct that are prohibited include, but are not limited to:

- a. Physical assault, including rape.
- b. Direct or implied threats or insinuations that submission to sexual advances will be a condition of employment, status, promotions, grades, or letters of recommendation.
- c. Direct or subtle pressure for sexual activity.
- d. A pattern of conduct intended to humiliate or cause discomfort, or both including:
 - i) unwelcome comments of a sexual nature
 - ii) unwelcome sexually explicit statements, questions, jokes or anecdotes
unwelcome propositions of a sexual nature
 - iii) unwelcome touching, patting, hugging, or brushing against a person's body or clothing
 - iv) unwelcome remarks of a sexual nature including remarks about a person's body or clothing
 - v) unwelcome remarks about sexual activity
 - vi) showing, exposing to, or subjecting others to materials or media of a sexual nature

What to do about Sexual Harassment

If possible, take immediate action to terminate the incident. Many people are unaware that certain activity can constitute sexual harassment and if informed of the effects they are causing will desist. If you are uncertain about approaching the person directly, record the facts as quickly as possible and forward a report to the ASRC Chair or any Board Director.

Penalty

If, after an enquiry, a member is found to be guilty of conducting an act of sexual harassment, that member may face sanctions including dismissal from the ASRC.