



Office of Equal Opportunity and Affirmative Action

Sexual Harassment

Revised: June 26, 2009

Applicability: This policy applies to faculty, staff, students and contract employees.

Purpose: To establish uniform guidelines in order to promote a work and educational environment at Tufts University that is free of sexual harassment and to provide a framework within which sexual harassment complaints can be addressed.

Policy Statement

Sexual harassment violates the dignity of individuals. It is a form of discrimination that violates federal and state laws and is prohibited at Tufts University. Tufts is committed to providing an education and work environment that is free from sexual harassment. The University works to prevent and address sexual harassment through educational programs, training, and complaint resolution. Tufts encourages all members of the University community to report any concerns or complaints of sexual harassment.

Managers, supervisors and other agents of the University are required to respond promptly and appropriately to allegations of sexual harassment that are brought to their attention.

Identifying Sexual Harassment

1. What is sexual harassment?

Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her gender when:

- Submission to such conduct is made either explicitly or implicitly a term and condition of an individual's academic status or employment; or
- Submission to, or rejection of, such conduct by an individual is used as a basis for academic decisions or
- employment decisions; or
- Such conduct, whether verbal or
- physical, has the purpose or effect of unreasonably interfering with the individual's academic or work performance or

- of creating an intimidating, hostile, or
- offensive environment in which to work or to learn.

2. What are my rights under this policy?

You have the right to work, learn and live in an environment free from sexual harassment.

3. Who could be involved in an incident of sexual harassment?

Sexual harassment can occur between any individuals associated with the University, whether between people of different sexes or the same sex. Sexual harassment can occur between people of unequal power or between peers. Examples of who could be involved in a sexual harassment allegation could include, but are not limited to, any combination of the following: supervisor and subordinate, faculty and staff, coworkers, student and professor, student and staff, student and student, contractor or vendor and staff.

A victim does not have to be the direct recipient of the conduct but could be anyone affected by the conduct.

4. What actions constitute sexual harassment?

The following are some examples of conduct, particularly when unwelcome, which may constitute sexual harassment:

- Direct proposition of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or academic environment
- gender harassment, including sexist statements and behavior that convey insulting, degrading, or sexist attitudes
- persistent and unwanted requests for dates, unwelcome and inappropriate letters, telephone calls, email, or other communications or gifts
- direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation
- subtle or overt pressure for sexual favors
- unwanted physical contact such as touching, hugging, brushing against a person's body, impeding or blocking movements
- sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, email, text messages, etc.)
- the display of inappropriate sexually oriented materials in a location where others can view them

- sexual assault, attempted rape, or rape. (Please see section on sexual assault)

5. Where does sexual harassment occur?

Sexual harassment does not restrict itself to the workplace nor does it have to take place on University property. Sexual harassment could occur at any University sponsored program or activity regardless of location. For example, sexual harassment could occur out of state, such as at a conference, off-site project, or an externship.

6. What can I do if I feel I have been sexually harassed?

- If you feel comfortable enough, you may talk with the person, inform him or her of the unwelcome behavior and ask that the behavior stop. Document the incident and the steps taken to resolve it.
- Staff/faculty: You may report it to any supervisor or manager; Student: You may report it to any university faculty member or university administrator.
- You may contact any of the Sexual Harassment Resource Persons listed in this brochure.
- You may call the Office of Equal Opportunity directly at 617.627.3298.
- You may file a confidential and anonymous complaint through EthicsPoint, Inc. (https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7182) or by calling EthicsPoint, Inc. directly at 1.866.384.4277.

Note: Complaints that are submitted without identifying the Complainant make it difficult, if not impossible, to adequately investigate, respond or take appropriate action. Employees with complaints are strongly encouraged to contact OEO directly if there are specific concerns about filing a complaint.

7. Where do I go if I have questions about this policy?

Tufts University Office of Equal Employment and Affirmative Action is responsible for enforcing the University's Sexual Harassment policy. Please contact OEO at 617.627.3298 if you have questions about this policy.

OEO is located in Ballou Hall on the Medford Campus, first floor. You can call OEO at 617.627.3298 or visit www.tufts.edu/o eo.

Rights and Responsibilities

As a member of the Tufts community you have the right to work, learn, and live in an environment free from sexual harassment. All members are responsible for reporting incidents of possible sexual harassment. Managers, supervisors and other agents of the University are required to respond promptly and appropriately to allegations of sexual harassment that are brought to their attention.

Duty to Report

Managers, supervisors, faculty and other agents of the University have a duty to report any known or alleged incidents of sexual harassment to the OEO.

Duty to Cooperate

Faculty, staff, student employees and students must cooperate with University investigations into sexual harassment. Refusal to cooperate with an investigation may result in disciplinary action.

Freedom from Retaliation

Any member of the University community has the right to raise concerns about or complaints of, sexual harassment without fear of reprisal. It is unlawful and it is a violation of University policy to retaliate against an individual for filing a complaint of sexual harassment or for cooperating in a sexual harassment investigation. Any person who retaliates against an individual reporting sexual harassment, filing a sexual harassment complaint, or participating in a sexual harassment investigation is subject to disciplinary action up to and including expulsion or termination by the University.

Confidentiality

The University recognizes the importance of confidentiality and understands that some individuals filing complaints or involved in an investigation may want their identity to remain confidential. In some instances, the alleged harasser can be spoken to without the Complainant being identified. In other cases, issues of confidentiality must be balanced against the University's need to investigate and take appropriate action. The University will respect the privacy and confidentiality of individuals involved in a sexual harassment investigation to the fullest extent possible.

Consequences of Sexual Harassment

Sexual harassment affects the victim of harassment. The student or employee may suffer a diminished ability to work and study, which may have a lasting career impact or a loss of confidence in the University's ability to provide a comfortable and safe environment for work and learning. A student's educational goals may also be significantly affected if the student decides to avoid certain courses, change his or her area of study, or transfer to another institution.

In addition, sexual harassment impacts the University and the department(s) involved. The University and the department(s) may experience an atmosphere of fear, intimidation, declining work productivity and office morale.

A person found responsible for sexual harassment may face:

- student disciplinary action
- letter of reprimand

- denial of promotion
- demotion
- suspension
- termination

Sexual Assault Cases

Students who are survivors of sexual assault are highly encouraged to contact University police. Reporting an assault to University police does not require filing criminal charges; however, it does allow the University to assist and support the survivor. Sexual assault is an egregious form of sexual harassment and it is a crime. The University takes all incidents seriously. The University supports the right of the survivor of a sexual assault to decide how best to utilize various university, community, private, and public support systems designated to address crimes of sexual assault.

Within the University, instances of sexual assault should be reported to:

Tufts University Police Department

- Medford Campus: 617.627.6911
- Boston Campus: 617.627.6911
- Grafton Campus: 508.839.6911

Students may also contact the appropriate dean of college/school. On the Medford campus, students may contact Elaine Theodore, Sexual Violence Resource Coordinator located in Health Services, at 617.627.3350.

For further information regarding sexual assault, please reference Tufts University Sexual Assault Policy at www.tufts.edu/oeo/univpolicies.html.

Title IX: Central Reporting and Coordination

Title IX regulations of the Education Amendments of 1972 require all university personnel to report any incident of sexual harassment whether resolved informally or formally through the grievance procedure to the University's Title IX coordinator. The director of the Office of Equal Opportunity serves as the Title IX coordinator.

Reports should not include the names or identities of the persons involved. Reports should include a description of the complaint and the schools or administrative units with which the participants are affiliated. These reports allow the Title IX Coordinator to identify patterns of frequency in a particular area or location within the University and report these findings to the president on an annual basis and to coordinate compliance with federal regulations. For questions regarding Title IX, please call the Title IX Officer at 617.627.3298.

University Sexual Harassment Resource Persons

Office of Equal Opportunity and Affirmative Action

Ballou Hall, 1st Floor—Medford

Jacqueline D. Hymes, Director, 617.627.3298

Christy Galatis, Office of Equal Opportunity Team Leader, 617.627.3298

(OEO handles all Title IX inquiries)

Office of Institutional Diversity

Lisa Coleman, Executive Director of Institutional Diversity, 617.627.3298

Medford Campus

Medford Campus

Advancement

Alissa Danchig, Professional Development and Staffing Consultant, 617.627.5339

Africana Center

Katrina Moore, Director, 617.627.2260

Asian American Center

Linell Yugawa, Director, 617.627.3056

Dean of Students Office

Bruce Reitman, Dean of Student Affairs, 617.627.3158

Marisel Perez, Associate Dean of Student Affairs, 617.627.3158

Veronica Carter, Judicial Affairs Officer, 617.627.3158

Experimental College

Robyn Gittleman,
Director, 617.627.3384

Fletcher School

Gerard Sheehan, Executive Associate Dean, 617.627.5997

Nora Moser McMillan, Registrar Manager Student Academic Programs, 617.627.2405

Human Resources

Kathe Cronin, Vice President of Human Resources, 617.627.3283

Alison Blackburn, Director of Human Resources and Talent Management, 617.627.6272

International Center

Jane Elish-Andrews, Director, 617.627.3458

Latino American Center

Ruben Salinas Stern, Director, 617.627.3363

Lesbian Gay Bisexual Transgender Resource Center

Tom Bourdon, Director, 617.627.5770

Office of Diversity Education and Development

Margery Davies, Director of Diversity Education and Development, 617.627.3385

University Police

Linda O'Brien, Captain, 617.636.6847

Mark Keith, Captain, 617.627.3978

Women's Center

Steph Gauchel, Director, 617.627.4640

Boston Campus

Friedman School of Nutrition Science and Policy

Lynne Ausman, Professor of Nutritional Biochemistry, 617.636.3712

Human Resources

Julia Leonard, Director of Employee Relations/Employment, 617.636.6600

School of Dental Medicine

Mark Gonthier, Associate Dean of Admissions and Student Affairs, 617.636.6539

School of Medicine

Dr. Amy B. Kuhlik, M.D., Dean of Student Affairs, 617.636.6534

Janet Kerle, Associate Dean of Students, 617.636.6534

Colleen Romain, Director of Student Programs and Minority Affairs, 617.636.6576

Grafton Campus

Human Resources

Julia Leonard, Director of Employee Relations/Employment, 617.636.6600

Lucia Hackett, Sr. H.R. Representative, 508.839.7975 (or ext. 87975)

School of Veterinary Medicine

Deborah T. Kochevar, Dean, 508.839.5302 (or ext. 84700)

Mary Rose Paradis, Associate Professor, 508.839.5395 (or ext. 84657)

Confidential Support and Guidance

While not serving as Tufts University Sexual Harassment Resource Persons, the individuals listed below may offer confidential support, guidance, and counseling.

Campus Chaplains

Father David O'Leary, University Chaplain, 617.627.3427

Jewish Chaplain, 617.627.3242

Catholic Chaplain, 617.627.2044

Protestant Chaplain, 617.627.2097

Muslim Chaplain, 617.627.2065

Counseling and Mental Health Service

Julie Ross, PhD, Director, 617.627.3360

Linda Escoll, PsyD, Assistant Director, 617.627.3360

Health Science Counselor

Deborah Quinn, Director, 617.636.2700

*For the most up-to-date listings, please reference OEO's website (www.tufts.edu/OEO)

OEO Grievance Procedures

The OEO Grievance Procedures can be found on p. 22 of this brochure or by visiting www.tufts.edu/oeo. You may also request a copy of the procedures by contacting OEO at 617.627.3798.

Other Resources

Complaints or inquiries concerning sexual harassment may be filed directly with:

For University Employees:

Equal Employment Opportunity Commission (EEOC)

JFK Building-Room 475

15 New Sudbury Street

Boston, MA 02203

617.565.3200

Statute of Limitations: 300 days

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place

Boston, MA 02108

617.727.3990

Statute of Limitations: 300 days

For the Student Community:

US Department of Education Office for Civil Rights

33 Arch Street

Suite 900

Boston, MA 02110