

After a thorough inquiry is conducted, Skidmore College will notify parties of the outcome, and any individual who is found to have violated the College's anti-harassment policy will be subject to disciplinary action. The disciplinary action will depend on the severity of the offense. Skidmore will also take all steps necessary to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

### RETALIATION

Skidmore College prohibits retaliation against any student or employee who uses this complaint procedure or files, testifies, assists, or participates in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Additionally, Skidmore will not knowingly permit any retaliation against a student or employee who complains of prohibited harassment or who participates in an investigation. If you believe you have been the victim of retaliation, contact one of the on-campus resources listed.

Skidmore College has a long history of successfully resolving complaints and cases of harassment. Student and employees are strongly encouraged to use the internal process and policy.

**Should the behavior continue after putting the harasser on notice, it is time to report it.**

### HELP IS AVAILABLE

#### On-Campus Resources

Assistant Director (518) 580-5819  
for Equal Employment Opportunity  
and Workforce Diversity  
Barrett Center

Associate VP (518) 580-5809  
for Finance and Administration,  
and Director of Human Resources  
Barrett Center

Dean of Students Affairs (518) 580-5760  
Case Center, Third Floor

Dean of the Faculty (518) 580-5705  
Palamountain Hall 416

#### Counseling Services

College Counseling Center (518) 580-5555  
College Health Services (518) 580-5550  
Employee Assistance Program (518) 793-9768 or  
(800) 734-6072  
College Chaplain (518) 580-5673

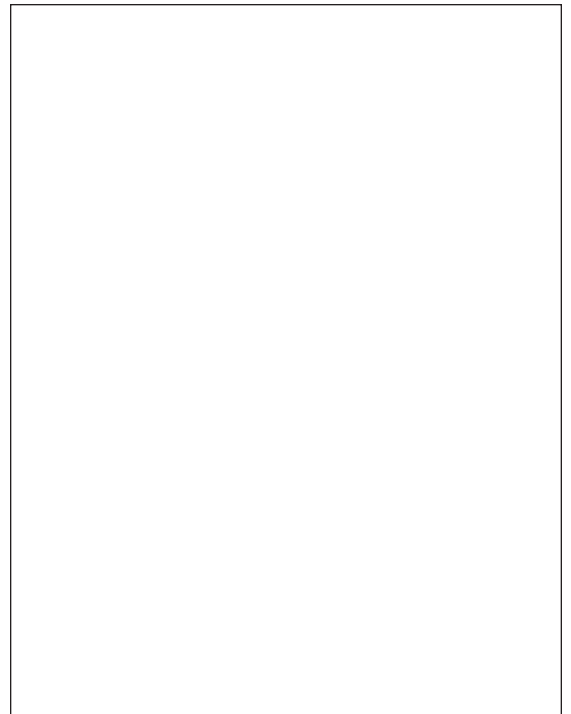
#### Off-Campus Resources

NYS Division of Human Rights

Equal Employment Opportunity  
Commission (EEOC)

**For full policy and procedures go to  
[www.skidmore.edu/hr/anti-harassment](http://www.skidmore.edu/hr/anti-harassment)  
or contact the Office of Human Resources.**

# Anti-Harassment Overview of Policy and Procedure



Thanks to Gretchel Hathaway Tyson, Director of Affirmative Action at Union College, for her support in preparing this document.

## STATEMENT

Skidmore College is committed to having a positive learning and working environment. Skidmore prohibits and will not tolerate harassment of its students and employees by students, employees, or third parties based on race, gender, color, national origin, religion, age, pregnancy, disability, family or marital status, sexual orientation, or any other basis protected by applicable federal, state, or local law.

These policies apply to all persons affiliated with Skidmore including all employees, students, and vendors.

Retaliation against anyone who makes a claim of harassment is a violation of Skidmore College's anti-harassment policy.

## DEFINITION

**Sexual harassment** is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or education  
OR
- submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting that individual  
OR
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, education, or living environment.

Implicit in the legal definition of sexual harassment is the assumption that such harassment, particularly by a person in a supervisory position, prevents the realization of the victim's full potential as a student or employee. Sexual harassment is unethical and unprofessional as well as illegal behavior.

**Harassment** is verbal, visual, or physical conduct that isolates, denigrates, or shows hostility or aversion toward an individual based on that person's protected group.

Harassment often takes place where there is a power differential between the persons involved. It also may occur between persons of the same status. Harassment can occur between members of the same gender as well as between members of different genders. Sexual harassment may be combined with comments about an individual's race, age, national origin, disability, marital or veteran's status, sexual orientation, or other protected status.

**Examples of unacceptable behavior** that may constitute harassment include

- verbal comments (things you say)
- profanity and other vulgar language
- sexual jokes
- sexually oriented teasing
- sexual comments
- threats
- whistling, catcalls
- passing rumors of sexual acts
- repeated requests for a date after being refused or rejected

Non-verbal (things you do)

- staring ("undressing with your eyes")
- blowing kisses
- winking
- licking lips
- displaying sexually oriented images on your computer

Physical actions (touching or blocking)

- touching
- patting
- pinching
- bumping
- grabbing
- cornering or blocking a passageway
- providing unsolicited back rubs/massaging

Other examples include unwanted kissing; physically restraining someone against her or his will; forcing oneself into someone's dorm room; degrading public tirades; deliberate, repeated humiliation (including humiliation on the basis of race, gender, sexual orientation, religion, age, disability, nationality, or other protected class); and deliberate interference with the life or work of a fellow employee, faculty member, or student by creating a hostile community environment.

**Prohibited harassment** on the basis of race, color, national origin, religion, physical or mental disability, family or marital status, sexual orientation, or any other protected basis, includes behavior similar to sexual harassment, such as verbal conduct, which can be threats, epithets, derogatory comments, or slurs; visual conduct in the form of derogatory posters, cartoons, drawings, or gestures; physical conduct such as assault, unwanted touching, or blocking normal movements; and retaliation for reporting harassment or threatening to report harassment.

## PROCEDURES

If you feel you have been harassed or subjected to an intimidating, demeaning, or hostile educational or work environment, you should first put the harasser on notice. You have the right, and are encouraged, to contact any of the resources listed on the back of this pamphlet.

Any faculty member, staff member, or student who believes she or he has been the subject of harassment should first contact as soon as possible one of the following: department chair, director, supervisor, student advocate, Dean of Students, Residential Life Office, Dean of the Faculty, Human Resources, or Assistant Director for Equal Employment Opportunity and Workforce Diversity (ADEWD).

All complaints will be given serious, impartial, and timely consideration. Please refer to the full policy at [www.skidmore.edu/hr/anti-harassment](http://www.skidmore.edu/hr/anti-harassment) or contact Human Resources for a copy. It is the College's intent, while processing a complaint/concern brought to its attention, to maintain strict confidentiality to the extent possible, while conducting a prompt and thorough investigation.