

XAVIER UNIVERSITY: ENSURING A CLIMATE OF RESPECT

Xavier's mission is to be a community of inquiry in the Catholic, Jesuit tradition dedicated to forming students intellectually, morally, and spiritually, with rigor and compassion, toward lives of solidarity, service, and success. Only a campus environment of mutual respect and genuine care for all individuals enables this mission to be realized. **Harassment or discrimination of any kind, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, disability or marital status impedes Xavier's ability to carry out the mission.** Therefore, it is important and necessary to have established policies and procedures in place to deal with harassment and discrimination. This document is an attempt to reinforce Xavier's commitment to eliminating violence and harassment of any kind on campus by insuring that the policies are relevant and integrated into daily life.

Xavier employees are informed about the University's official procedures for reporting harassment through processes established by the office of human resources. New employees are informed about such policies and current employees are notified when policies are updated or changed. Students are informed about official University policies as a part of the first year orientation and in a letter from the assistant vice president for student life.

Harassment

Harassment in education or employment covers a broad spectrum of behavior, which ranges from severe and pervasive innuendos and inappropriate comments based on a person's body, gender, race, ethnicity, sexual orientation etc. perhaps in the guise of humor, to threatening, coerced or violent actions. In its extreme form, for example, sexual harassment occurs when a person in a position of influence over the job, career, or grades of others, uses her or his authority to coerce another person into sexual relations or to punish that person for rejecting or reporting such advances. The University considers harassment to be professionally unethical. **In instances of harassment of any type disciplinary action will be taken in all cases where there is a finding of guilt through a formal procedure.** Furthermore, sexual, racial and ethnic harassment are violations of state and federal anti-discrimination laws. Retaliation against persons who file complaints is also a violation of university policies prohibiting discrimination and will lead to disciplinary action against offenders. Supervisors should never knowingly condone or fail to report incidents of harassment.

Determining Harassment and Discrimination:

An individual should report harassment or discrimination if he or she feels uncomfortable, unsafe or threatened in any way. Examples of behavior that may constitute harassment include the following:

- Using threatening words or discriminating remarks about a person's body, gender, race, ethnicity, etc that are demeaning or embarrassing whether spoken or electronic.
- Stalking or using power over individuals - creating an environment that makes an individual feel unsafe and threatened.
- Jokes, innuendos, and gestures, whether spoken or electronic, may be forms of harassment.
- Displaying or forwarding racially offensive or sexually suggestive objects or pictures may be a form of harassment.
- Unwelcome sexual contact or inappropriate touching of any kind (student to student, staff to staff) constitutes sexual harassment or assault.

- Any unwelcome act of a sexual nature forced by one person to another, including date and acquaintance rape, constitutes sexual harassment or assault.

The following statements are also important to note regarding harassment:

- The victim and perpetrator may be the same or different gender.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Amorous Relationships:

The University views it professionally unethical:

- For faculty members to begin amorous relationships (whether consensual or not, it may be unwelcome) with students, whether or not the student is enrolled in her or his class.
- For managers and supervisors to enter amorous relationships with workers subject to their supervision, even when both parties appear to have consented to the relationship.

Reporting a Complaint:

If you believe you have been the victim of harassment or discrimination, you are urged to call an advocate at **513-872-9259**. Advocates are available 24 hours a day for emergency calls and will provide you with support and information about your options. Non-emergency calls will be responded to during the next 24 hours. All interaction with advocates is confidential. Any harassment involving an employee of the University (employee to employee or employee to student) will be reported to the office of human resources. A person reporting student to student harassment should request an advocate. He or she may also report directly to the assistant vice president for student life or multicultural affairs. Every complaint will be taken seriously. If a colleague confides in you, assure her or him that Xavier University does not tolerate harassment and discrimination.

Racial and Ethnic Harassment:

- **Office for Multicultural Affairs:** The most visible office for student on student victims of racial/ethnic harassment or abuse is the office for multicultural affairs (OMA). A representative from OMA will counsel a student and contact the assistant vice president for student life and may contact campus police.
- **Office for Human Resources:** Racial incidents involving University employees should be reported to a supervisor and/or directly to the office for human resources.

Harassment based on Sexual Orientation:

- **The Xavier Alliance:** The most visible organization for student on student victims of sexual orientation harassment or abuse is The Xavier Alliance, a student organization established to provide a safe place for people of all sexual orientations to meet, offer opportunities to learn, teach and discuss the challenges surrounding sexual orientation within the teaching of the Catholic Church and build community spirit, mutual understanding and support for all. Members of the Alliance will counsel a student and contact the assistant vice president for student life and may contact campus police about alleged harassment or abuse. Victims may also contact those offices directly.

- **Office for Human Resources:** Sexual orientation discrimination or harassment involving employees should be reported to a supervisor and/or directly to the office for human resources.

In addition to filing a formal or informal complaint and pursuing charges through the University and/or police authorities, there are several outreach services available on campus for victims of forced sexual contact or unwanted sexual attention.

- **Hot Line:** A joint project with the Rape Crisis & Abuse Center and the YWCA Battered Women's Shelter, the seven-day-a-week, 24-hour phone line connects Xavier callers to a trained Xavier advocate. If the caller indicates that she or he is in an emergency situation, the advocate will respond immediately. Advocates will meet with a non-emergency caller within 24 hours. Advocates provide emotional support and information on options and resources. Dr. Carolyn Jenkins, LISW, associate professor of social work, will supervise the training of advocates and develop an assessment form to measure the effectiveness of the advocacy program and reporting procedures. The hot line is 513-872-9259 and will be publicized throughout campus through brochures, announcements and through various offices including campus police, Gallagher Student Center information desk, human resources, etc... All first year students will receive lanyards with identification holders that contain the slogan: The Power of X is Respect 513-872-9259.
- **Xavier Campus Police:** The University's police department includes a 7-day-a-week, 24-hour staff of officers. Campus police is located at 3868 Ledgewood Ave., at the end of the residential mall. Campus police provides programs to educate and inform students about sexual assault and harassment. The office can be reached by dialing 1000 from any campus phone or 513-745-1000 off campus. An advocate will be called immediately for any student who reports rape or sexual assault directly to campus police. The police will wait for the advocate to arrive and talk to the student before the police take a report. A report does not mean that internal or external action is going to take place unless the student agrees. Underage victims of rape and sexual assault are often reluctant to report such crimes because alcohol is often involved. Campus police, directly or through an advocate, will reassure students that the sexual violation is the priority and they will not be charged for alcohol consumption. In some cases, campus police may turn a rape or sexual assault case over to Norwood or Cincinnati authorities, but will continue to work with the victim and the advocate as needed or requested.
- **Residence Life:** On a college campus, a resident advisor or roommate is often the first person a victim of rape or sexual abuse talks with about the incident. Dr. Jenkins and Dr. Christine Anderson, associate professor of history and director of gender and diversity studies, are working with the residence life staff to establish training and protocol to educate and inform hall directors and resident assistants on the procedures to best assist victims of rape and sexual abuse.
- **University Personnel Advocates:** Drs. Jenkins and Anderson are compiling a list of faculty members willing to act as advocates for University personnel who wish to make complaints about harassment.
- **Psychological Services:** Trained members of Xavier's Psychological Services Center (513-745-3531) and Health and Counseling Center (513-745-3022) are available to students to provide psychological counseling.
- **Anonymous Information:** While no specific action can be taken in regard to anonymous calls, students, faculty and staff wishing to report any form of harassment, discrimination, violence, poor work conditions, or other complaints about the climate of

Xavier are encouraged to call the hotline (513-872-9259). Information from anonymous callers will be used to alert the University to problem areas and concerns.

As stated above, harassment or discrimination of any kind, including such action based on gender, race, ethnicity, color, religion, age, national origin, sexual orientation, disability or marital status impedes Xavier's ability to carry out the mission. Such action will not be tolerated.

Who to call to Report:

If you are in immediate danger, call campus police at 513-745-1000.

If you have experienced discrimination, harassment, or violence, call the hotline for an advocate at 513-872-9259.

Procedural questions may be directed to any of the following:

Mr. Mike Couch, Xavier police chief 513-745-1000

Dr. Carolyn Jenkins, LISW, associate professor of social work 513-745-3242

Ms. Lori Lambert, director of residence life 513-745-3203

Ms. Kathy Riga, assistant vice president for human resources 513-745-3638

Dr. Luther Smith, dean of students 513-745-3202

Pertinent Documents:

Sexual Harassment Policy booklet

Faculty Handbook

Student Handbook

October 11, 2004