



To the Saint Joseph's College Community:

Sexual harassment in the workplace is unlawful under both state and federal law and is not tolerated at Saint Joseph's College. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may consist of **physical conduct**, such as unwelcome or offensive touching; **verbal conduct**, such as vulgar remarks, or suggestive comments or jokes; **nonverbal conduct**, such as whistling or leering; or **visual displays**, such as sexually oriented calendars or posters in the workplace. Men, as well as women, may be the victims of sexual harassment.

If you believe that you have been a victim of sexual harassment, it is important that you first report your allegations to your supervisor or to a sexual harassment officer of the College. Sexual harassment officer is Sue Kelly, Title IX Coordinator. You will be requested, but not required, to put your complaints in writing. Your complaint will be investigated promptly and as confidentially as possible. You will be notified of the results of the investigation. In no case will the person you allege to have harassed you be responsible for conducting the investigation.

A charge may also be filed with the Maine Human Rights Commission (MHRC). The charge should state the facts and circumstances underlying the allegation of sexual harassment, and it must be filed within six months of when the harassment occurred.

Once a charge is filed, the MHRC will provide an opportunity for the employer to address the charges. The Commission will also attempt to get the parties to reach a mutually acceptable settlement of the matter. If no agreement can be reached, then MHRC will itself investigate. If MHRC determines that reasonable grounds exist that sexual harassment has occurred, they will attempt conciliation to resolve the problem. If unsuccessful, they may then file a lawsuit in court seeking relief on behalf of the employee. If the MHRC concludes after investigation that no reasonable grounds exist to believe that sexual harassment occurred, it will dismiss the charge. The employee may still file a lawsuit.

It is unlawful for anyone to be punished or penalized for 1) exercising his or her right to be free from sexual harassment; 2) filing a charge in good faith with the MHRC; or 3) testifying in good faith in any matter before the MHRC. The MHRC can be contacted by telephone at (207)624-6050, or by mail at Station 51, State House, Augusta, Maine 04333.

Should you have any questions or need further information about sexual harassment, please contact the Interim Title IX Coordinator (207)893-7752. You can also find more information on our Human Resources Training or Title IX website. Thank you.

May 2015