

## Sexual Harassment Information Sheet

### **OVERVIEW**

Keck Graduate Institute (KGI) is committed to providing a work environment free from sexual harassment. Sexual harassment is against the law, and strictly against our institutional policy. Sexual harassment is a form of sex discrimination that violates [Title VII of the Civil Rights Act of 1964](#) and [Title IX of the Education Amendments of 1972](#).

KGI defines sexual harassment under our policy as:

Unwelcome verbal, non-verbal, written, online, and/or physical conduct of a sexual nature that is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it: Unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the institute's educational, employment, social, and/or residential program

Sexual harassment can occur when submission to the conduct is made a term or condition of employment, status in a course, program, or activity; or submission to or rejection of such conduct is used as the basis for an academic, employment or placement decision affecting the individual. In these cases (quid pro quo) there is generally a power differential.

Sexual harassment can also occur when the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creates an intimidating, hostile or offensive environment for working or learning (hostile environment). Sexual harassment can occur regardless of the relationship, job title, or respective sex and/or gender of the parties.

Same-sex harassment violates our policy, as does harassment by a student of a faculty member or harassment by a subordinate employee of a supervisor.

### **REPORTING**

If you or someone you know has been sexually harassed, immediately report the matter to Human Resources, the Title IX Coordinator, or a supervisor. Upon a report, the Title IX Coordinator and/or Human Resources will meet with the complaining party to determine next steps and provide resources and options. KGI will take appropriate steps, including but not limited to disciplinary action, to stop the offensive or inappropriate behavior, prevent its reoccurrence, and remedy its effects.



Complaints may also be filed with the Department of Fair Employment and Housing (DFEH). For a list of office locations within California, please visit [DFEH.ca.gov](https://dfeh.ca.gov). When someone files a discrimination complaint with DFEH, it sets in motion a series of legally required steps. It's important to know that DFEH does not take sides when a complaint is first filed. They investigate the facts and encourage parties to resolve the dispute in appropriate cases.

## **RETALIATION**

The Institute strongly encourages all members of our community to take action to maintain and facilitate a safe, welcoming, and respectful environment on campus. In particular, the Institute expects that all KGI community members will take reasonable and prudent actions to prevent or stop Prohibited Conduct. The Institute strongly supports individuals who choose to take such action and will protect such individuals from retaliation.

All parties are prohibited from engaging in retaliatory behavior, which is defined as any materially adverse action taken against a person for making a good faith report of Prohibited Conduct or for participating in any proceeding under Title VII, Title IX, or Institutional Policy. Adverse action includes conduct that threatens, intimidates, harasses, coerces or in any other way seeks to discourage a reasonable person from engaging in activity protected by Title VII, Title IX, or by the Instituted.

If you have any questions or concerns about sexual harassment, please feel free to contact Human Resources or the Title IX Coordinator.

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Employee's Name (Print)

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Employee's Signature

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Date