WHAT YOU SHOULD KNOW ABOUT DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT, AND SEXUAL MISCONDUCT

POLICY AND GUIDELINES FOR THE NORTHWESTERN COMMUNITY 2015–16

Northwestern
POLICY ON DISCRIMINATION AND HARASSMENT

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, or any other classification protected by law in matters of admissions, employment, housing, or services or in the educational programs or activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. This includes harassing conduct affecting tangible job benefits, interfering unreasonably with an individual’s academic or work performance, or creating what a reasonable person would perceive is an intimidating, hostile, or offensive environment. Prohibited sex discrimination includes sexual harassment and sexual violence.

Examples of discrimination and harassment may include

- Refusing to hire or promote someone because of the person’s protected status
- Demoting or terminating someone because of the person’s protected status
- Teasing or practical jokes based on a person’s protected status
- Jokes or epithets about a person’s protected status
- Displaying or circulating written materials or pictures that degrade a person or group
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group

TITLE IX STATEMENT

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University’s educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. The Title IX coordinator and the deputy coordinators (listed under “Where to Get Advice and Help”) have been designated to oversee Northwestern’s compliance with Title IX and to respond to reports of violations. For more information about Title IX, go to www.northwestern.edu/provost/policies/title-ix/index.html. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 800-421-3481.
POLICY ON SEXUAL HARASSMENT

It is the policy of Northwestern University that no member of the Northwestern community—students, faculty, administrators, staff, vendors, contractors, or third parties—may sexually harass any other member of the community. Sexual harassment is any unwelcome conduct of a sexual nature where sexual favors are used or threatened to be used as a basis for academic or employment decisions (quid pro quo harassment); where the conduct creates a hostile, intimidating, or offensive academic or working environment; where the conduct has the effect of unreasonably interfering with an individual's work performance; or where other verbal, nonverbal, or physical conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from an educational program or activity. Sexual harassment is a type of conduct prohibited under the University's Policy on Sexual Misconduct, which can be found at www.northwestern.edu/provost/policies/title-ix/statements.html.

Examples of sexual harassment may include

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome sexual advances
- Touching, kissing, hugging, or massaging
- Pressure for or forced sexual activity
- Unnecessary references to parts of the body
- Remarks about a person's gender, nonconformity with gender stereotypes, or sexual orientation
- Sexual innuendoes or humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Stalking or cyberbullying
- Email, texting, "sexting," and Internet use that violates this policy
- Sexual assault

SEXUAL VIOLENCE STATEMENT

Sexual violence is a prohibited form of sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Some examples of sexual violence may include rape, sexual assault, sexual battery, sexual coercion, dating violence, and domestic violence. Please see Northwestern’s Policy on Sexual Misconduct at www.northwestern.edu/provost/policies/title-ix/statements.html.
ADDITIONAL GUIDANCE

Investigation and confidentiality
Reports describing conduct that is inconsistent with these policies will be investigated in a prompt, fair, and impartial manner. The University will handle complaints discreetly, with facts made available to those who need to know to investigate and resolve the matter.

Retaliation
The University prohibits retaliation against anyone for reporting a complaint pursuant to these policies, assisting another in making a complaint, or participating in an investigation. Anyone experiencing any conduct that he or she believes to be retaliatory should immediately report it to one of the individuals listed under “Where to Get Advice and Help.”

Resolution
If a complaint of discrimination, harassment, or sexual harassment is found to be substantiated, appropriate sanctions will be imposed, up to and including separation of the offending party from the University, consistent with University procedure.

Reporting
All members of the University community are responsible for creating a working, learning, and living environment that is free of discrimination and harassment, including sexual harassment.

➤ The University strongly encourages individuals to report incidents of discrimination or harassment to one of the individuals listed under “Where to Get Advice and Help.”

➤ Individuals in supervisory or teaching positions who have been told about or witnessed conduct that may violate the Policy on Discrimination and Harassment or the Policy on Sexual Harassment are obligated to report it.

➤ Under the Policy on Sexual Misconduct, all University employees (including student employees), as well as nonemployees with teaching or supervisory authority, are obligated to promptly report sexual misconduct of which they become aware, unless they have a recognized confidentiality privilege.

Vendors, contractors, visitors, guests, and third parties
The University’s policies on discrimination, harassment, sexual harassment, and sexual misconduct apply to the conduct of the entire University community, including vendors, contractors, visitors, guests, and third parties.
**Academic freedom**
The University is firmly committed to free expression and academic freedom. However, discrimination, harassment, and retaliation described under these policies, through speech or otherwise, are not protected expression nor the proper exercise of academic freedom.

**If you believe you have been discriminated against or harassed:**
- Contact one of the individuals listed under “Where to Get Advice and Help.”
- Don’t blame yourself.
- Don’t delay reporting a problem.
- Consider keeping a written, dated record of events.

**If you witness or become aware of possible discriminatory or harassing conduct by others:**
- Contact one of the individuals listed under “Where to Get Advice and Help.”

**If you think you may have offended or harassed someone:**
- Don’t assume others will tell you when they feel offended or harassed by what you say and do.
- Examine how others respond to what you say and do.
- Apologize as soon as possible.
- Change your behavior.

**If you have experienced sexual violence, you have options:**
- Seeking medical attention.
- Preserving evidence.
- Getting support from a confidential counselor.
- Reporting the incident to law enforcement and/or the University.
- Learning more at [www.northwestern.edu/provost/policies/title-ix](http://www.northwestern.edu/provost/policies/title-ix).
CONFIDENTIAL COUNSELORS

If you wish to speak with someone who is privileged to keep communications confidential, you may contact a confidential counselor. Seeking advice from a confidential counselor does not constitute reporting an incident.

Women’s Center (counseling services)
2000 Sheridan Road, Evanston campus
Abbott Hall, Suite 1400, Chicago campus
847-491-2733 (Evanston)
312-503-3400 (Chicago)
r-redd@northwestern.edu

Alice Millar Chapel and Religious Center (chaplains)
1870 Sheridan Road, Evanston campus
847-491-7256
chaplain@northwestern.edu

Counseling and Psychological Services (for students)
633 Emerson Street, Evanston campus
Abbott Hall, Fifth Floor, Chicago campus
847-491-2151
847-491-8100 (24 hours)

NU Life Matters (for faculty and staff as well as family members in their households)
855-547-1851
www.northwestern.edu/hr/work-life/nu-life-matters.html

CARE: Center for Awareness, Response, and Education
(sexual violence, relationships, and sexual health for students)
633 Emerson Street, Evanston campus
847-491-2054
care@u.northwestern.edu
www.northwestern.edu/care

ETHICSPOINT

EthicsPoint provides another means of reporting discrimination, harassment, and sexual harassment. You may file a report online at www.northwestern.edu/ethics or by phone at 866-294-3545. Complaints reported via EthicsPoint will be reviewed in accordance with current University procedures.
WHERE TO GET ADVICE AND HELP

Office of Equal Opportunity and Access
(discrimination and harassment complaints, including Title IX sex discrimination complaints)
Roberto Sanabria, Director and Deputy Title IX Coordinator for sex discrimination complaints
720 University Place, Evanston campus
847-491-7458; eeo@northwestern.edu
www.northwestern.edu/hr/eeo

University Sexual Harassment Prevention Office
(sexual harassment and sexual misconduct complaints)
Joan Slavin, Director and Title IX Coordinator
633 Clark Street, Room 2-636, Evanston campus
847-491-3745; sexual-harassment@northwestern.edu
www.northwestern.edu/sexual-harassment

Office of Student Conduct
(discrimination, harassment, sexual harassment, and sexual misconduct complaints against students)
Tara Sullivan, Director and Deputy Title IX Coordinator for sexual misconduct complaints against students
601 University Place, Suite 3, Evanston campus
847-467-5078
www.northwestern.edu/student-conduct

Department of Athletics and Recreation
(Title IX athletics compliance issues)
Janna Blais, Associate Athletic Director and Deputy Title IX Coordinator for athletics compliance issues
1501 Central Street, Evanston campus
847-491-7893; j-blais@northwestern.edu

Discrimination and Harassment Prevention Advisors
In addition to the people listed above, each school or unit of the University has advisors on the faculty or staff who have been trained to answer questions about the University’s discrimination and harassment policies and to receive complaints. To find an advisor, consult www.northwestern.edu/sexual-harassment/where-to-get-help/advisors.html.