

**Resource Guide for
Discrimination and
Harassment Matters
2019–20**

Northwestern

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Nondiscrimination Statement


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. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual misconduct) in the University's educational programs and activities. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Equity, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, equity@northwestern.edu.

Any alleged violations of this policy or questions with respect to sexual misconduct or sexual harassment should be directed to Northwestern's Title IX Coordinator, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, TitleIXCoordinator@northwestern.edu.

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.



Northwestern prohibits discrimination and harassment 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 (referred to as “protected classes”) in matters of admissions, employment, housing, or services, or in the educational programs or activities Northwestern operates. Such conduct violates Northwestern’s values and disrupts the living, learning, and working environment for students, faculty, staff, and other community members.

Discrimination

Prohibited discrimination is treating someone differently because of their 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 (referred to as “protected classes”) in matters of admissions, employment, housing, or services, or in the educational programs or activities Northwestern operates.

In determining whether discrimination occurred, the Office of Equity examines whether there was an adverse impact on the individual’s work or education environment and whether individuals outside of the protected class received more favorable treatment. If there was an adverse impact on the individual’s work or education environment, the Office of Equity considers whether there is a legitimate, nondiscriminatory reason for the action.

Prohibited sex discrimination includes sexual harassment and sexual violence. See the University’s Comprehensive Policy on Sexual Misconduct.¹

Examples of discrimination include

- refusing to hire or promote someone because of their membership in a protected class;
- denying someone a tangible employment benefit, such as a raise or a bonus, because of their membership in a protected class;
- reducing someone’s job responsibilities because of their membership in a protected class;
- denying someone access to an educational program based on their membership in a protected class;
- denying someone access to a University facility based on their membership in a protected class.

Harassment

Prohibited harassment is verbal conduct, physical conduct, or conduct using technology directed toward someone because of their membership in a protected class (or a perception that someone is a member of a protected class) that has the purpose or effect of substantially interfering with the individual’s educational or work performance, or creating an intimidating, hostile or offensive working or academic environment.

1. For links to University policies and standards referenced in this brochure, see page 9.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and an objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the University's education or employment programs and/or activities. In determining whether a hostile environment exists, the Office of Equity examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved. (For example, did the behavior occur in the context of a supervisory relationship?)

Examples of harassment include

- offensive jokes;
- the use of slurs and stereotypes;
- name calling related to a protected class;
- intimidation, ridicule, or mockery connected to a protected class;
- displaying or circulating offensive objects and pictures that are based on a protected class.

What Is Not Discrimination or Harassment

General bullying or uncivil behavior that is not based on a protected class does not fall within the purview of the Policy on Discrimination and Harassment or the Office of Equity. However, such behavior may violate the University's Standards for Business Conduct, Student Handbook, or other University policy and should be reported to the Office of Human Resources and/or an individual's supervisor (for staff), the appropriate chair or dean (for faculty), or the Office of Student Conduct (for students).

Title IX/Sexual Misconduct

Prohibited sex discrimination includes sexual harassment and sexual violence. Individuals impacted by sexual misconduct may contact the Office of Equity to receive support, resources, and information even if they do not wish to move forward with the complaint resolution process. Please see the Comprehensive Policy on Sexual Misconduct or contact the Office of Equity for additional information.

Reporting Obligations

Discrimination and Harassment

With the exception of confidential resources, all University employees with teaching or supervisory authority and graduate students with teaching or supervisory authority are obligated to promptly report to the Office of Equity any incidents of discrimination or harassment of which they become aware in the scope of their work for the University.

The University encourages all individuals—including students not referenced above and staff without supervisory authority—to report discrimination and harassment.

Sexual Misconduct

As set forth in the Comprehensive Policy on Sexual Misconduct, all University employees (including student employees) and graduate students with teaching or supervisory authority—with the exception of confidential resources listed in Section II(A) of that policy—are obligated to promptly report to the Office of Equity any sexual misconduct of which they become aware in the scope of their work for the University.

Note: If a student is accused of engaging in discriminatory or harassing behavior that *does not* constitute sexual misconduct, the resulting report is typically handled by the Office of Student Conduct. However, anyone impacted by discrimination or harassment is encouraged to reach out to the Office of Equity for information and guidance regarding support, resources, and processes.

How to Report

To file a report of discrimination or harassment electronically with the **Office of Equity**, go to **bit.ly/NUReportDiscrimination**.

Another reporting option is **EthicsPoint**, a third-party service for reporting complaints, including anonymous ones. EthicsPoint can be reached at **866-294-3545** or via **secure.ethicspoint.com/domain/media/en/gui/7325/index.html**.

The Office of Equity website, www.northwestern.edu/equity, contains important information about Northwestern's discrimination and harassment policies, resources, and reporting options. If you need additional information, please contact

Karen E. Tamburro

Director, Equal Opportunity and Access, Office of Equity

1800 Sherman Avenue, Suite 4-500, Evanston

847-491-6697

karen.tamburro@northwestern.edu

equity@northwestern.edu

What happens when the Office of Equity receives a report of behavior that might constitute discrimination or harassment?

The Office of Equity reaches out to the potentially impacted person to provide information about policies, procedures, resources, and options and extends an invitation to meet with the person. It is up to that person to decide whether they want to engage with the Office of Equity. If the person does want to engage, the Office of Equity sets up a meeting to review information, resources, and options for moving forward. Options include receiving support and resources, taking some action to address the issue, or a combination thereof.

Do I have to make a complaint to get help?

No. The Office of Equity encourages all members of our community to reach out to us to learn more about resources and options. Contacting the Office of Equity does not mean you must make a complaint.

What happens if I want to make a complaint?

The Office of Equity recognizes that deciding to make a complaint can be an overwhelming and difficult decision. We are here to help you understand your options and the process and to provide resources along the way. If you decide to make a complaint, the Office of Equity will review with you the options for moving forward, which can include informal action or formal resolution (typically referred to as an investigation). Information about informal action and formal resolution can be found in the Policy on Discrimination and Harassment or by contacting the Office of Equity.

How am I protected if I make a complaint?

Northwestern prohibits retaliation against any member of its community for reporting an incident of discrimination or harassment or for participating, in any manner, in an investigation or hearing related to a report of discrimination or harassment. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage. For more information, please contact the Office of Equity and/or see the University's Policy on Non-Retaliation.

In addition, the Office of Equity encourages participants in an investigation to maintain privacy for the protection of all parties and to preserve the integrity of the investigation.

What if someone makes a complaint about me?

Being accused of discrimination or harassment can be confusing and unsettling. If you are the subject of a complaint of discrimination or harassment, the Office of Equity will notify you of the allegations, and you and the other party will have several opportunities to respond, provide information, and suggest witnesses. The process for adjudicating formal complaints (typically referred to as an investigation) is designed to be neutral and fair to both parties. For example, both parties

- have the right to review information gathered in the investigation process;
- have the right to have an advisor present to provide support throughout the investigation process;
- are expected to maintain privacy;
- have a right to appeal.

The Office of Equity is here to help you understand the process and provide resources along the way. Information about the formal resolution process is available in the Policy on Discrimination and Harassment or by contacting the Office of Equity.

Confidential Resources

The following confidential resources are available for individuals to discuss incidents and issues related to discrimination and harassment. These resources are not obligated to disclose reports of discrimination or harassment to the Office of Equity.

Students

Counseling and Psychological Services

633 Emerson Street, 2nd Floor, Evanston

Abbott Hall, 710 North Lake Shore Drive,
5th Floor, Chicago

847-491-2151 (24 hours)

www.northwestern.edu/counseling

Religious and Spiritual Life

1870 Sheridan Road, Evanston

847-491-7256

847-864-7865 (after regular business hours)

spiritual.life@northwestern.edu

www.northwestern.edu/religious-life

Faculty

Faculty Wellness Program

Richard A. Carroll, director

312-695-2323

rcarroll@nm.org

www.northwestern.edu/provost/faculty-resources/work-life/faculty-wellness.html

Staff

Employee Assistance Program

855-547-1851 (24 hours)

www.northwestern.edu/hr/work-life/employee-assistance-program.html

Other Resources

The following resources are not confidential; they have an obligation to report allegations of discrimination or harassment to the Office of Equity.

Students

Campus Inclusion and Community

Includes Departments of Multicultural Student Affairs, Student Enrichment Services, and Social Justice Education
www.northwestern.edu/inclusion

All Members of the Northwestern Community

Women's Center

2000 Sheridan Road, Evanston

847-491-7360

womenscenter@northwestern.edu

1400 Abbott Hall, 710 North Lake Shore Drive, Chicago

312-503-3400

Office hours by appointment only

www.northwestern.edu/womenscenter

To read the complete text of policies and standards mentioned in this guide, please see

Policy on Discrimination and Harassment

northwestern.edu/equity/policies-procedures/policies/policy-discrimination-harassment.html

Policy on Non-Retaliation

policies.northwestern.edu/docs/non-retaliation-policy-FINAL.pdf

Comprehensive Policy on Sexual Misconduct

www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf

Standards for Business Conduct

policies.northwestern.edu/docs/StandardsforBusinessConduct.pdf

Student Handbook

northwestern.edu/student-conduct/about-us/student-handbook

**Office of Equity
Northwestern University**

Fostering a culture of access, belonging, and accountability.