

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

**POLICY AND GUIDELINES FOR  
THE NORTHWESTERN COMMUNITY  
2017–18**

**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. 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. 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, 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 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/sexual-misconduct](http://www.northwestern.edu/sexual-misconduct). 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](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 800-421-3481.

## SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Sexual harassment is a type of conduct prohibited under the University's Policy on Sexual Misconduct, which can be found at [www.northwestern.edu/sexual-misconduct/docs/sexual\\_misconduct\\_policy.pdf](http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf). Other forms of conduct prohibited by this policy include sexual assault, sexual exploitation, stalking, and dating or domestic violence.

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

- ▶ submission to or rejection of such conduct is made—either explicitly or implicitly—a term or condition of a person's employment, academic standing, or participation in any University program and/or activity or is used as the basis for University decisions affecting the individual (often referred to as “quid pro quo” harassment); or
- ▶ such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the University's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

### Examples of sexual harassment may include

- ▶ Pressure for a dating, romantic, or intimate relationship
- ▶ Unwelcome sexual advances
- ▶ Unwelcome 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
- ▶ Cyberbullying
- ▶ Email, texting, “sexting,” and internet use that violates this policy
- ▶ Sexual assault, stalking, dating or domestic violence, or sexual exploitation

## ADDITIONAL GUIDANCE

### Investigation

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.

### Non-Retaliation

The University prohibits retaliation against anyone for reporting or otherwise being involved in the process of addressing allegations of discrimination, harassment, sexual harassment, or sexual misconduct. Anyone experiencing any conduct that they believe to be retaliation 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 procedures.

### 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 are aware of conduct that may violate the Policy on Discrimination and 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 in the scope of their work for the University, unless they are a resource listed in Appendix C of the Policy on Sexual Misconduct, found at [www.northwestern.edu/sexual-misconduct/docs/sexual\\_misconduct\\_policy.pdf](http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf).

### 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 resource.
- Reporting the incident to law enforcement and/or the University.
- Learning more at [www.northwestern.edu/sexual-misconduct](http://www.northwestern.edu/sexual-misconduct).

## CONFIDENTIAL RESOURCES

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

*Counseling and Psychological Services* (for students)

633 Emerson Street, Evanston campus

Abbott Hall, fifth floor, Chicago campus

847-491-2151 (24 hours)

**[www.northwestern.edu/counseling](http://www.northwestern.edu/counseling)**

*Employee Assistance Program* (for faculty and staff

as well as family members in their households)

855-547-1851

**[www.northwestern.edu/hr/work-life/employee-assistance-program.html](http://www.northwestern.edu/hr/work-life/employee-assistance-program.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@northwestern.edu](mailto:care@northwestern.edu)

**[www.northwestern.edu/care](http://www.northwestern.edu/care)**

*Religious and Spiritual Life*

1870 Sheridan Road, Evanston campus

847-491-7256

[spiritual.life@northwestern.edu](mailto:spiritual.life@northwestern.edu)

**[www.northwestern.edu/religious-life](http://www.northwestern.edu/religious-life)**

## ETHICSPPOINT

EthicsPoint provides another means of reporting discrimination, harassment, and sexual harassment. You may file a report online at **[www.northwestern.edu/ethics](http://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 Equity

1800 Sherman Avenue, Suite 4500, Evanston campus  
Sarah Wake, Interim Associate Vice President for Equity  
sarah.wake@northwestern.edu; 847-467-0976

Colleen Johnston, Director, Sexual Misconduct Response &  
Resources and Title IX Coordinator  
(questions regarding Title IX compliance and concerns  
about sexual misconduct and sexual harassment);  
colleen.johnston@northwestern.edu; 847-491-3881

Amanda DaSilva, Deputy Title IX Coordinator for Students  
(sexual misconduct and sexual harassment complaints  
involving students)  
deputytitleixcoordinator@northwestern.edu; 847-467-6571

Sarah Brown, Senior Director and Deputy Title IX Coordinator  
for Faculty and Staff  
(discrimination, harassment, and sexual misconduct complaints  
involving faculty and staff)  
eeo@northwestern.edu; 847-491-7458

### Office of Student Conduct

Lucas Christain, Director  
(discrimination and harassment complaints against students)  
Scott Hall, lower level, room 35  
601 University Place, Evanston campus  
student-conduct@northwestern.edu; 847-491-4582

### Department of Athletics and Recreation

Janna Blais, Deputy Director of Athletics (Administration and  
Policy)/Senior Woman Administrator and Deputy Title IX  
Coordinator for Athletics Compliance Issues  
(Title IX athletics compliance issues)  
1501 Central Street, Evanston campus  
j-blais@northwestern.edu; 847-491-7893

### Discrimination and Harassment Prevention Advisors

In addition to the people listed above, each school or unit of the  
University has advisors who are able to answer questions about  
the University's discrimination and harassment policies and  
to receive complaints. To find an advisor, consult  
[www.northwestern.edu/sexual-misconduct/file-a-report/  
discrimination-and-harassment-prevention-advisors.html](http://www.northwestern.edu/sexual-misconduct/file-a-report/discrimination-and-harassment-prevention-advisors.html).

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10-17/23.5M/AE-HC/2525