Seek Help

- Report the problem to a campus advocate, chair, dean, or department head.
- Contact Human Resources.

**Where can I go for help?**

Questions and inquiries regarding the university's sexual harassment policy are encouraged. Guidance, support, and assistance are available to you from trained advocates. An advocate may provide information regarding the university's policy and procedures, help you understand your rights, options, and available support services, and accompany you throughout proceedings. Advocates will handle your concerns with sensitivity and respect.

**Campus Advocates**

Ann McKinney, Bldg. 22 474-2406
Mary Lou Ruud, Bldg. 50 474-2681
Matoteng Ncube, Bldg. 38 474-2282
Fornethia Underwood, Bldg. 92 474-3273
Barry Arnold, Bldg. 58 474-2772

**HOW DO I FILE A COMPLAINT?**

The formal complaint process involves submitting a written account of the incidents of sexual harassment to Human Resources:

Sherrell Hendrickson or Carol Hawthorne
Human Resources
The University of West Florida
11000 University Parkway
Bldg. 20-East
Pensacola, Florida 32514-5750
Phone: 850-474-2694
Fax: 850-857-6030

Human Resources
Bldg. 20-East
What is the University's policy and obligation?

The University of West Florida is committed to providing a purposeful, open, just, disciplined, caring, and celebratory work and school environment free from bias and harassment. Sexual harassment undermines the integrity of the employment-academic relationship and is a violation of state and federal laws and the rules and regulations of the university. The major goal of this policy is to prevent harassment within the university community.

Violation of the University's policy prohibiting sexual harassment may subject employees or students to appropriate disciplinary action up to and including dismissal or expulsion. Faculty and staff who violate this policy may be held personally liable for damages.

Consenting romantic relationships between faculty and student or between supervisor and employee, while not a violation of state rules and regulations of the university, are discouraged. Such relationships undermine academic and professional success and are not wise. Where unequal power relationships exist, in the case of a harassment charge, it is the university's position that immunity on grounds of mutual consent is not a legitimate defense.

What is sexual harassment?

Sexual harassment, a form of sex discrimination, is defined by law as unwelcome conduct of a sexual nature when:

- Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting the individual, or
- the conduct has the purpose or impact of unreasonably interfering with the person's work or academic success, or creating an intimidating, hostile or offensive work or school environment.

Sexual harassment is a violation of UWF rule 6C6 3.011 as well as a violation of Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Title IX of the Educational Amendments Act of 1972, and University policy EO-1.00.

Who is subject to sexual harassment?

- faculty/student
- supervisor/subordinate
- co-worker/co-worker
- colleague/colleague
- outside contractor/employee/student
- women or men

What constitutes sexual harassment?

Sexually harassing behavior may be verbal, nonverbal and/or physical. Some examples may include the following:

- Unwelcome familiarity such as flirtation that continues after it is rejected or that involves the abuse of an unequal power relationship
- Sexually oriented jokes or remarks that degrade another person or group on the basis of gender
- Sexist remarks regarding a person's body, clothing, or intellectual capacity
- Sexual visuals such as pin-up calendars, pornography, cartoons, posters, etc.
- Explicit body language such as leering, looking the person up and down, ogling, pinching, fondling, massaging, brushing up against

- Sexual bribery such as propositions that involve the exchange of sexual favors for higher grades or to prevent lower grades; to keep one's job; to get a promotion; or reclassification
- Explicit sexual invitations for sexual contact that are unwanted by the recipient, but contain no threats or promises
- Physical assault

What about other forms of harassment?

The University of West Florida is committed to providing a harassment-free environment for all employees and will not tolerate conduct that demonstrates hostility towards or interferes with a person's status or performance by creating an intimidating, hostile or offensive educational or work environment based on the individual's race, color, religion, age, disability, gender, marital status, national origin, political affiliation, or sexual orientation. This includes offensive or demeaning language or treatment of an individual, where such language and treatment are based on prejudice towards a group to which the person may belong.

Harassment includes, but is not limited to, threatened or actual physical harm or abuse, or other intimidating or insulting conduct.

What should I do if harassed?

Document:

- Tell the harasser that the conduct is unwanted or offensive. If it is too uncomfortable to say these things, write the harasser a note and keep a copy.
- Keep personal notes of all incidents as they occur such as the date, place, what was said or done, and who witnessed it.
- Document your performance as an employee or student prior to the incidents. Make note of any changes in treatment after the incidents and report them.