

## Employee Rights

All employees and students are entitled to the following:

- An environment free of unlawful harassment
- An ability to file a discrimination complaint

## Employee Responsibilities

- Appropriate behavior
- Take advantage of preventative or corrective opportunity

## Steps to Take

- Say no clearly
- Document the harassment
- Inform your supervisor
- Inform Title IX coordinator
- Look for witnesses or other victims
- File a complaint with D&EO

## Contact us:

Department of Equity and Compliance

Tel: 907.474.7300

Email: [uaf-deo@alaska.edu](mailto:uaf-deo@alaska.edu)

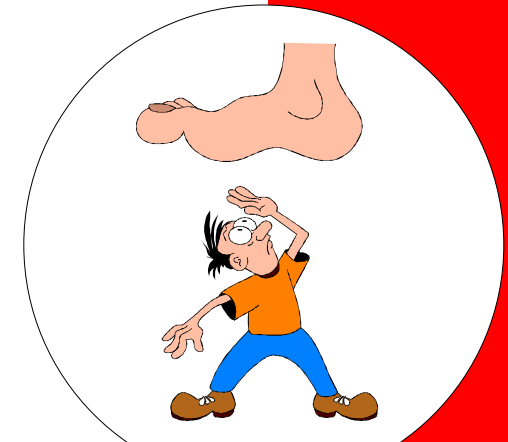
Website: <http://www.uaf.edu/oeo/>



<http://www.facebook.com/uaf.equity.compliance>



*UAF is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual. [www.alaska.edu/nondiscrimination/](http://www.alaska.edu/nondiscrimination/).*



## Preventing Harassment in the Workplace

**UAF Department of  
Equity and Compliance**

# Unlawful Harassment

Unlawful harassment is verbal or physical conduct that degrades, shows hostility, or aversion to an individual because of his or her race, color, national origin, sex, religion, age, sexual orientation or disability, or that of one's friends, relatives or associates.

Conduct that is so objectively offensive that it alters the 'conditions' of the victim's employment or educational environment is illegal.

## When does it cross the line?

- When it goes beyond simple teasing and offhanded comments
- When it is more than isolated incidents and becomes a pattern of such incidents
- When it alters the conditions of the victim's employment or educational opportunities
- When it culminates in a tangible employment action
- When it is sufficiently severe or pervasive to create a hostile work environment

## UAF Policy - Zero Tolerance

The university will not tolerate inappropriate sexual or sexually harassing behavior and seeks to prevent such conduct toward its students, employees and applicants for employment. Violation of this policy may lead to discipline of the offending party.

## Consequences of Unchecked Behavior

Inappropriate behavior, such as remarks and actions based on stereotypes, can escalate if unchecked by management. Our culture operates on the assumption that "silence is acceptance", therefore when supervisors remain silent about inappropriate behavior, it has the effect of sanctioning the behavior. As behavior escalates you will typically find a targeted individual or group. This results in loss of integrity and professionalism and has a detrimental impact on the organizational mission. In some cases the behavior could culminate in abuse such as threats and intimidation.

## Examples of Unlawful Harassment

- Name calling and slurs
- Negative stereotyping
- Insensitive comments
- Threatening or intimidating acts
- Written or graphic material that demonstrates hostility placed on walls, bulletin boards or circulated through email, on Facebook®, or other social media
- Jokes that are hostile or demeaning

## How to Prevent

Supervisors, faculty and staff must exercise reasonable care to prevent harassment.

- Enforce anti-harassment policies
- Provide a clear explanation of prohibited conduct and convey the seriousness of the prohibition
- Encourage employees to report harassing conduct before it becomes severe or pervasive and ensure employee is protected against retaliation
- Provide employees with a copy of policy and complaint procedures
- Provide periodic training
- Include compliance with policy in evaluations

Employees and students must take advantage of preventive or corrective opportunities.