

MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

NON-HARASSMENT

POLICY

The Monterey Institute of International Studies is committed to providing an academic and work environment free of unlawful harassment. The Institute maintains a strict policy prohibiting sexual harassment and harassment because of race, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, or any other basis protected by federal, state, or local law, ordinance, or regulation. All such harassment is unlawful. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy will result in discipline, which may include discharge from employment or expulsion, depending on the seriousness of the violation.

WHAT IS UNLAWFUL HARASSMENT?

The Institute's policy against sexual harassment prohibits sexual advances or requests for sexual favors, or other physical or verbal conduct of a sexual nature. Sexual harassment may involve behavior of a person of either sex against a person of the opposite or same sex and occurs when:

- Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic standing
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing
- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

EXAMPLES OF UNLAWFUL HARASSMENT

Unlawful harassment because of race, religion, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sex,

sexual orientation or any other protected basis includes, but is not limited to:

- verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments;
- visual conduct such as derogatory posters, photography, cartoons, drawing or gestures;
- physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at the employee because of her or his gender or race or any other protected basis;
- threats or demands to submit to sexual requests in order to keep a job or to avoid some other loss, and offers of job or academic benefits in return for sexual favors; and/or
- retaliation for having reported or threatened to report harassment.

RETALIATION

It is unlawful and expressly against Institute policy to retaliate against a person for filing either an informal or formal good-faith complaint of sexual harassment, or other forms of discriminatory harassment, or for cooperating with an investigation of a complaint of such alleged harassment.

COMPLAINTS

If any of our students or employees believes that he or she has been subjected to harassment, he or she has the right to file a complaint, either orally or in writing. For more information, contact:

Director of Human Resources 647-6404
Casa Fuente #437

Director of Student Services 647-4128
Student Affairs Bldg

The Institute's "Non-Harassment Policy" is also available in employee handbooks, as well as from Human Resources Office and Student Affairs Office.

Resources Outside of Monterey Institute

For further assistance, you may contact:

Equal Employment Opportunity Commission
96th North 3rd Street, Suite 700
San Jose, CA 95112 (408) 291-7352

Department of Fair Employment and Housing
111 North Market Street, #810
San Jose, CA 95113-1102 (408) 277-1264

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