

Harassment: A Guide for Staff

If you feel that you are being harassed because of your race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity & expression, disability, or any other category protected by law, this card will guide you to the resources available to help you resolve the issue.

What is harassment?

Harassment is any conduct directed toward an individual or group based on one of the protected traits that creates an intimidating, offensive, or hostile environment and is sufficiently severe or pervasive to alter an individual's employment conditions or participation in a university activity.



What behaviors constitute harassment? Harassment takes many forms. It can be a request from a supervisor for sex in exchange for a raise or a good report. It can also be repeated name calling, a display of shocking photographs, teasing about a disability, religious or ethnic stereotyping, or many other behaviors. It can come from a coworker, a faculty member, a student, or a supervisor. If you feel demeaned because of someone else's behavior, or you find yourself acting against your own best interests, you may well be the target of harassment.

What should I do if I suspect I'm being harassed?

Take careful notes of any harassing behavior, tell someone you trust what is happening, and tell a supervisor—yours or the harasser's. If you feel safe to do so, tell the harasser that you find the behavior disturbing. Sometimes people are not aware their behavior is offensive. Call the Office of Employment Equity and make an appointment to speak with someone about your situation.

What options do I have for dealing with harassment?

With guidance from the Office of Employment Equity, you may choose to handle the problem **informally**, or to pursue a **formal** charge. A formal charge can result in a full investigation.

Is the complaint process confidential? Only those necessary to this process will be informed of any complaint you file. If the issue is resolved informally, identifying information may be kept confidential. However, if you file a formal complaint the accused person will be given an opportunity to respond to the complaint before action can be taken.

How quickly will something be done? In some cases, interim steps can be taken to separate the parties while the problem is being resolved. However, harassment issues are complex, and some resolutions can take time.

Where can I get more information?

Office of Employment Equity:

<http://uhr.rutgers.edu/equity>

Policy Prohibiting Discrimination and Harassment:

<http://policies.rutgers.edu/PDF/Section60/60.1.12-current.pdf>

Preventing Sexual Harassment (online training program)

<http://uhr.rutgers.edu/psh>

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