

# Albion College

## Sexual Harassment Reference Guide

### 2011-2012

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### Sexual Harassment

#### Definition

Unwelcome sexual advances, requests for sexual favors, and other oral or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, living environment, or participation in a College activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment, or participation in a College activity; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a College activity.

Sexual assault that includes any incidents of "criminal sexual conduct" as defined by Michigan law will not be tolerated by Albion College. In addition to potentially constituting an offense under the Albion College Sexual Assault policy, an incident of alleged sexual assault may also constitute sexual harassment.

#### Reporting Sexual Harassment

The College can take corrective action only when it becomes aware of problems. Therefore, the College encourages persons who believe that they have experienced or witnessed sexual harassment to come forward promptly and to seek assistance within the College. The College will work to achieve a fair and equitable resolution of all complaints of sexual harassment.

Reporting allegations of sexually harassing behavior by a student may be made to the Office of Campus Safety (ext. 0213), the Office of Residential Life (ext. 0224), or the Office Student Affairs (ext. 0226).

Reporting allegations of sexually harassing behavior by a faculty or staff member may be made to the Office Human Resources (ext. 0205), to the faculty or staff member's immediate supervisor, or to the Vice-President/Provost of the division in which the faculty or staff member works.

#### Confidential Consultation

Any faculty member, staff member, or student may also seek free and private consultation from the following campus resources as designated:

- Counseling Services (students only).....0236
- Employee Assistance Program (union Employees and full-time salaried employees)  
[www.albion.edu/hr/for-employees/benefits/212-eap](http://www.albion.edu/hr/for-employees/benefits/212-eap)

**NOTE: The College is required by Federal law to conduct a prompt, thorough, and impartial inquiry into all allegations of sexual assault. As a result of this requirement, it may not be possible to maintain the confidentiality of survivors or others who report a sexual assault to College personnel (except for the two services listed directly above this notation). However, the College will limit any disclosures to what is reasonably necessary to conduct a fair and thorough investigation and to appropriately address the allegation.**

#### For Further Information

Information concerning sexual harassment is available from:

- Anna Howard Shaw Women's Center (Ferguson Hall, Suite 103)
- Office of Campus Safety (1003 E. Cass St.)
- Office Human Resources (1003 E. Cass St.)
- Office of the Provost (Ferguson Hall, Suite 201)

Albion College's Policy and Procedure for Addressing Complaints of Sexual Harassment may be viewed at: [www.albion.edu/shp](http://www.albion.edu/shp). Copies are also available at the Office of Human Resources, the Office of the Provost, and the Office Student Affairs.