

## Levels of Confidentiality

### The Most Confidential Communication

Conversations with **confidential counselors** listed in this pamphlet afford complainants and respondents the highest level of confidentiality. Conversations with confidential counselors are not disclosed to anyone (unless there is a threat of physical harm to that individual or others) without the expressed permission of the person seeking advice. Members of the University community who wish only to talk about their experience and are gathering information about the University system for responding to incidents of sexual harassment, should first seek the advice of a confidential counselor to ensure that those conversations receive the maximum degree of protection from disclosure.

### Private Communication

Conversations with **designated individuals** listed in this pamphlet afford complainants and respondents private but not confidential communication. The primary role of the designated individuals is to see that the institution responds promptly and fairly to complaints of sexual harassment. Designated individuals are able to answer questions, provide guidance, discuss options, and, when necessary, refer persons to other appropriate resources.

Unlike confidential counselors, who have protected confidentiality, designated individuals, with knowledge of actionable harassment, have institutional responsibility to take prompt and appropriate steps to resolve complaints. It may be determined that the allegations constitute such a serious threat to the wellbeing of the community that an informal resolution is inappropriate. In such cases, the University reserves the right to pursue further action.



## Campus Resources Designated Individuals

For a current list of designated individuals please call the SHARE Program at 8-3310.

### Confidential Counselors University Health Services

**SHARE Program** 8-3310  
(Sexual Harassment/Assault Advising, Resources & Education)

**Counseling and Psychological Services** 8-3285

**Office of Religious Life** 8-3047

### Other Campus Resources

**Office of the Provost** 8-6110

**University Ombuds Office** 8-1775

**LGBT Student Services** 8-1353

For medical/health concerns that may relate to issues of sexual harassment, contact  
University Health Services: 8-3129  
After hours, evenings & weekends 8-3139

**Women's and Men's Health** (for students)  
8-5357

**Employee Health** 8-5035  
(for staff and faculty)



# Sexual Harassment: What You Should Know

## University Policy



**Princeton University** strives to be an intellectual and residential community in which all members can participate fully and equally in an atmosphere free from all manifestations of bias and from all forms of harassment, exploitation, or intimidation. Respect for the rights, privileges and sensibilities of each other is essential in preserving the spirit of community at Princeton. Actions that make the atmosphere intimidating, threatening, or hostile to individuals are, therefore, regarded as serious offenses. Every member of the University community should be aware that Princeton **does not tolerate sexual harassment** and assault and that such behavior is prohibited by federal and state law as well as by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct and, if necessary, discipline behavior that violates its policy.

This pamphlet has been prepared by the SHARE Program of University Health Services in consultation with a member of the Office of General Counsel and the University Affirmative Action Officer. It contains resources and options for dealing with sexual harassment on campus.

[www.princeton.edu/uhs/](http://www.princeton.edu/uhs/)

## The University defines sexual harassment...

as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in University activity;
- submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- such verbal or physical conduct has the effect of unreasonably interfering with an individual's work, academic performance, or living conditions by creating an intimidating, hostile, or offensive environment.

(Rights, Rules, Responsibilities, 2005 Edition, University-Wide Conduct Regulations, Pp. 4, 5)



## What is Sexual Harassment?

**S**exual harassment is unwanted sexual attention that makes a person uncomfortable or causes problems in school, at work, or in social settings. Either men or women can be targets of sexual harassment, and sexual harassment can occur between individuals of the same gender. It may result from an

intentional or unintentional action and can be subtle or blatant.

Sexual harassment can make a person feel afraid, angry, ashamed, depressed, or powerless. It can affect productivity at work and at school. It creates an environment where people do not trust each other and where people do not feel safe. The University is committed to preventing and responding swiftly to sexual harassment. Protecting students, staff and faculty from these offenses is a serious priority. To this end, we provide free confidential counseling, informal mediation and formal disciplinary proceedings.



## How You Can Deal With Sexual Harassment

**P**eople who harass will have no reason to stop unless they are challenged. Therefore, it is imperative to support and encourage targets of harassment to come forward. Indeed, supervisors have an institutional and legal responsibility to respond to these concerns appropriately. However, many people do not report their experiences. They are afraid they will not be believed or that others will say they "asked for it." It's natural in such circumstances to feel uncomfortable and worried. Yet, ignoring or minimizing the problem will not make it go away.

You can sometimes stop harassment by taking direct action. If you believe you are being, or have been, sexually

harassed, you should take the following steps immediately:

- Speak up at the time and say "no" to the harasser. Be direct, and firmly tell him or her to stop harassing you. Don't apologize and don't smile. Clearly communicate your disapproval of behavior with which you are uncomfortable and which you consider to be harassing.
- If speaking to that person is uncomfortable or unsuccessful, consider writing him or her a letter. Identify the incident(s), what you found objectionable and how it made you feel. State that you would like the harassment to stop. Keep a dated copy of the letter for yourself, and also consider consulting with a SHARE Program counselor or one of the other confidential counselors.
- Keep records. Document all incidents and conversations that involve sexual harassment, including date, time, place, witnesses, and what was said and done.
- **Seek assistance.** If the harassment does not stop, or if you would like confidential advice on deciding how to deal with the harasser, contact a SHARE Program counselor or any of the other confidential counselors listed in this brochure.



## Responding to Incidents

**Y**ou should know that if you believe you have been sexually harassed, you have options for addressing such

conduct. The University's response system is designed to afford a complainant (the person who is bringing a charge) and a respondent (the person who is answering a charge), a fair, prompt, and appropriate resolution process. The process is designed to help persons who need support as they address these incidents and incorporates both informal resolutions and formal disciplinary procedures.

To resolve a complaint informally, a University designated individual will privately mediate an agreement between two parties who do not need to meet face to face. If the terms of the agreement are kept, the matter is considered closed and no disciplinary action is involved. A formal sexual harassment complaint is handled by the appropriate University judicial system. The protocol for handling informal and formal complaints is available from the SHARE Program, designated individuals or any of the other resources offered here.

**If you witness or experience harassment or discrimination based on sexual orientation**, the SHARE Program provides a completely confidential place to discuss your concerns. You will obtain information, advice, or help with initiating a complaint or filing a private report. The ombuds officer, deans of student life, human resources managers, associate deans of the faculty, and directors of studies are all available to answer questions and provide information on University policies and procedures for resolving conflicts between individuals and/or groups. In addition to those above, you may also report an incident to the Office of Public Safety or the LGBT Student Services Coordinator.