University of Florida

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Sexual Harassment

SEXUAL HARASSMENT IS NOT TOLERATED AT THE UNIVERSITY OF FLORIDA

Please visit the links on this page for Policies, Resources, and Training on Sexual Harassment.

Policy Statement
It is the policy of The University of Florida to provide an educational and working environment for its students, faculty and staff that is free from sex discrimination and sexual harassment. In accordance with federal and state law, the University prohibits discrimination on the basis of sex, including sexual harassment. Sex discrimination and sexual harassment will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. The University encourages students, faculty, staff and visitors to promptly report sex discrimination and sexual harassment.

UF Non-Discrimination Policy

Scope
This policy applies to visitors, applicants for admission to or employment with the University, and students and employees of the University who allege sex discrimination, including sexual harassment, by University employees, students, visitors or contractors.

Definition
Sexual Harassment is a form of sex discrimination that can occur when:

- The submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education; or
- The submission or rejection to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations; or
- Unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, have the effect of creating an objectively hostile environment that interferes with employment or education on account of sex.

Reporting
A person who believes that he or she has been subjected to sex discrimination or sexual harassment should report the incident to any University official, administrator or supervisor. The Office of Human Resource Services investigates all complaints. Incidents should be reported as soon as possible after the time of their occurrence.

http://www.hr.ufl.edu/eeo/sexharassment.htm

9/22/2008
President’s Message
It is an essential goal of the University of Florida to maintain a safe and comfortable workplace and academic environment for all members of the University community. Our policy is clear: sexual harassment will not be tolerated at the University and it should not be ignored. Our zero tolerance policy for sexual harassment prohibits any member of the University community—student, faculty, or staff—from harassing any other member or visitor.

Sexual harassment can be identified as the inappropriate introduction of unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature where sex would otherwise be irrelevant. In addition to violating University policies, sexual harassment violates federal and state laws. It may occur in a variety of situations and under myriad circumstances.

Each member of the University community is asked to participate fully in our collective effort to maintain the University of Florida’s commitment to zero tolerance of sexual harassment.

J. Bernard Machen
President

Vice President’s Message
All of us have a role in preventing and reporting sexual harassment. The Office of Human Resource Services is committed to President Machen’s goal of providing a safe, comfortable workplace and academic environment for everyone at UF: faculty, staff, students, and visitors.

From prevention to resolution, Training and Organizational Development’s seminar is designed to provide a useful framework in articulating expectations concerning the prevention of and response to sexual harassment at UF. The university’s Equal Employment Opportunity Officer, Larry Ellis, has extensive experience in the area of harassment investigations. Mr. Ellis and the Office of Human Resource Services take all claims seriously and have a thorough process to review and research each sexual harassment claim.

To this end, Training & Organizational Development’s seminar will provide you with the tools to understand sexual harassment, to help prevent it from occurring at UF, and to aid you in reporting incidents should they occur. We are here to assist you.

Kyle Cavanaugh
Vice President for Human Resource Services

Training
Human Resource Services hosts Sexual Harassment Training Seminars (Course Code GET119) throughout the year. All university employees, faculty, and staff are expected to attend. Registration is done through myUFL. If students wish to attend this seminar, please contact Human Resource Services, Training and Development at 392-4626.

The online sexual harassment tutorial and brochure are excellent resources to review the material

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covered in the Sexual Harassment Training Seminar. While these materials cover the same topics discussed in the seminar they are not intended as a substitute. Every new employee is expected to attend the Sexual Harassment Training Seminar, and all employees are encouraged to attend the seminar again if they would like a refresher.

Guidelines on Sex Discrimination, Sexual Harassment, and Harassment brochure (PDF)
If you'd like a hard copy, please contact our office.

Writing a Letter to the Harasser example
People often feel powerless when experiencing sexual harassment and are reluctant to confront the harasser personally. An excellent alternative is writing a letter directly to the harasser.

Mail a copy of the letter to the harasser using registered or certified mail. Keep a copy of the letter for yourself.
The letter should consist of three parts:
1) A factual account of what happened - including details of dates and a description of offending behaviors.
2) A description of how you feel about what occurred - including specific feelings and personal thoughts and opinions.
3) A statement if what you want to happen next, Most writers want the behavior to stop, but if a remedy is necessary, it should be included here.

Procedure for handling sexual harassment complaints
All Sexual Harassment complaints are investigated by the Office of Human Resource Services. Download a complaint form. All incidents should be reported as soon as possible to:

Larry T. Ellis, Director of Administration and Equal Employment Opportunity
Human Resource Services
PO Box 115010
Gainesville, FL 32611-5010
352-392-1075

Frequently Asked Questions
Questions Or Comments? eeo@ufl.edu

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