

# SEXUAL HARASSMENT:

Are you aware?

The University Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students states:

*“Sexual harassment is any . . . statement that a reasonable person would find offensive, humiliating, or an interference with his or her required tasks or career opportunities at the University. . . . When sexual harassment is found to have occurred, the University will vigorously pursue disciplinary action.”*

Users of these terminals should be aware of the public nature of shared facilities, and take care not to display images or play sounds which could create an atmosphere of harassment for others. Similar considerations apply to electronic mail exchanges.

Anyone who finds a particular sexually-oriented image or sound to be interfering with his or her required tasks can notify the site operator (who will remind the person displaying the material of the sexual harassment policy). If the problem persists, contact the Assistant Dean for Sexual Harassment, Mary Ellen O’Shaughnessey, at 333-9183.

## 2.4.2 Letter to System Administrators

To: System Administrators of Public Computer Rooms

The detrimental effects of sexual harassment have received much national attention in recent months. Here at the University, some sexual harassment problems arise from the lack of publicity and misunderstandings about the University policy on sexual harassment. In order to prevent future problems we are trying to increase the awareness of the University population by making the policy more accessible.

Enclosed with this letter are several notices on sexual harassment and brochures clarifying the University policy. Please use the text of the poster as an on-line message to be displayed at regular intervals throughout the semester, e.g., as the message-of-the-day. Please post the notices on sexual harassment at the University in several prominent places in your public computer rooms and distribute the brochures as necessary. Please instruct your personnel to do the following when a complaint is reported to them:

1. Tell the alleged offender, "A complaint has been made about an image/sound emanating from your workstation."
2. Give the alleged offender a copy of the Brochure on the University Sexual Harassment Policy (enclosed; call 333-9183 to request additional notices or brochures).
3. Make a note of the following, and return it to the system administrator:
  - Date, time, and place of alleged offense.
  - Identity of the accused and accuser.
  - Nature of the alleged offense.

This information must be kept confidential and retained for use if a formal complaint is lodged against the alleged offender.

Enclosures: Notice on Sexual Harassment (poster on previous page), Brochure on the University Sexual Harassment Policy

### 2.4.3 Example for Sexual Harassment Brochure

The "Take Action" brochure is published by the Office of Affirmative Action at the Vice-Chancellor's Office. The committee recommends that the brochure be amended to include an example that specifically addresses computing-related harassment. Alternatively, the College could produce a modified brochure that meets its needs. Our suggested new example (taken directly from the experiences of a recent College graduate):

Barbara is an undergraduate engineering major. When she goes to the computer labs to do her homework, she finds some of her male peers displaying images of scantily clad females. Barbara feels uncomfortable and out of place in the lab when she sees these pictures. The display of the pictures makes it difficult for her to do her work.

The committee also recommends that a section on harassment be added to CCSO's new publication, *Computing Handbook for Students and Everyone Else: Using Computers at the University of Illinois*. Our suggested text:

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Users of CCSO facilities should be aware of the public nature of shared facilities, and take care not to display images or play sounds which could create an atmosphere of harassment for others. Similar considerations apply to electronic mail exchanges.

Anyone who finds a particular sexually-oriented image or sound to be interfering with his or her required tasks can notify the site operator (who will remind the person displaying the material of the sexual harassment policy). If the problem persists, contact the Assistant Dean for Sexual Harassment, Mary Ellen O'Shaughnessey, at 333-9183.