



## Fairfield College Preparatory School

A Jesuit, Catholic School of Excellence

# Fairfield Prep's Policies on Sexual Harassment/Harassment, Racism and Acts of Intolerance

The following policies cover all employees, students, and other personnel connected with Fairfield College Preparatory School. It is important to note that each of us are under an affirmative duty to report accurately incidents of harassment to the appropriate administrator. This is especially important in the case of harassment directed at students whose age makes them less able to protect themselves from behavior that is totally contrary to the ideals of our school. I know that I can count on your cooperation.

## **Sexual Harassment**

Fairfield College Preparatory School (Fairfield Prep) is committed to viewing sexual harassment as unlawful conduct and wrongful discrimination against the rights of others. It is the policy of the Fairfield University, of which the Prep school is a division, with its long standing Catholic and Jesuit tradition, not to condone or tolerate any behavior, verbal or physical conduct by any employee, student or member of our community, male or female, which would constitute sexual harassment. Such behavior of identified individuals will be subject to appropriate action, including but not limited to educational counseling, probation, suspension, expulsion, or termination from the community or the campus or civil or criminal action.

All members of the Fairfield Prep community are urged to be alert to possibilities of sexual harassment and to prevent, report and correct occurrences in our Prep School community.

Sexual harassment is prohibited by state and federal statutes, and is defined as follows:

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

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals, or,
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

The following circumstances further define prohibited conduct:

1. Verbal abuse or kidding that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.

2. Engaging in sexually oriented conduct which reduces personal productivity or time available to work at assigned tasks.

Unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts or attention.

Action:

1. Any employee, student or other individual who is the victim of sexual harassment by a **University/Prep school employee** should promptly report the matter to the President, Principal, Chaplain, or guidance counselor. The Principal will notify the Office of Human Resources if the complaint is against a University employee who is not in the employ of the Prep school. The matter will be promptly investigated and appropriate action will be taken. If the complainant is not satisfied with the resolution, the following procedures shall apply:

A. If the complainant is a Prep employee, upon written request to the Principal, the Welfare Committee will be convened to consider the evidence presented, determine the facts, and recommend a decision to the Principal.

B. If the complainant is a student, upon written request to the Principal, a grievance committee will be convened to hear the complaint, determine the facts, and recommend a decision to the President. The Committee will consist of the Principal, the Dean of Students, the Director of Support Services, the Chairperson of the Professional Development Committee, the Chaplain, and a member of the faculty chosen by the complaining student.

2. Any employee, student or other individual who is the victim of sexual harassment by **a student** should promptly report the matter to the Dean of Students, Chaplain, or a guidance counselor. The matter will be promptly investigated and appropriate action will be taken. If the complainant is not satisfied with the resolution, either the Welfare Committee in the case of a grieving member of the faculty or a grievance committee (as described above) in the case of a student will be convened.

3. In all circumstances outlined above, the complainant will be promptly advised of the outcome of the investigation or proceeding, and action taken by the appropriate administrator.

## **Harassment, Racism/and Acts of Intolerance**

Fairfield College Preparatory School (Fairfield Prep), a Jesuit and Catholic institution, is dedicated to the proposition that all human beings possess an inherent dignity. The Prep entirely and consistently condemns, as a matter of principle, any unlawful or wrongful discrimination against the rights of others.

As The Prep is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members is respected, it is the policy of The Prep that abuse or harassment, of or by students, faculty, staff, and guests or visitors, will not be tolerated.

Harassment is defined as repeated, persistent or continual verbal, written, or physical abuse directed at a person or a group of different individuals on separate occasions.

In this context, abuse is defined, but not limited to offensive verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, ethnicity, religious preference, gender, or sexual preference where such behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule or harm.

Such behavior by individuals or groups will be subject to appropriate action including, but not limited to, education, probation, suspension, or expulsion from the academic community, and/or civil or criminal action.

Nothing in this policy shall be construed to limit the legitimate exercise of the right to free speech or to infringe upon the responsible exercise of academic freedom for any member of the University community. We recognize that these rights are balanced with our responsibility to maintain a healthy multicultural academic community.

Abuse and harassment includes not only offensive behavior which interferes with a person's or group's well-being or development, but also includes such behavior which interferes with that person or groups' employment, educational status or performance, or which create a hostile working, academic, or social environment.

It is therefore a violation for any person at The Prep-student, faculty, staff, and guests or visitors, to:

1. Engage in any form of abuse or harassment on the campus.
2. Retaliate against a person who has initiated an inquiry or complaint having to do with abuse or harassment.
3. Instigate any other person to participate in such activity.

Action:

Any **employee** who is the victim of harassment, racism, or acts of intolerance by another individual or group should promptly report the matter to the Principal or President. Any **student** who is the victim of harassment, racism, or acts of intolerance by another individual or group should promptly report the matter to the Dean of Students, Chaplain, or a guidance counselor.

The complaint will be investigated promptly. If necessary, the Welfare Committee, or in the case of a student victim, a grievance committee, will be convened to hear the complaint. The Committee will consider evidence presented, determine the facts, and recommend a decision to the Principal. This Committee will be convened only when all other means of resolution have proved unsatisfactory.

Any incidents of criminal misconduct, such as physical assault, should be promptly reported to the Dean of Students. The Dean of Students will determine if the University Security Department should be notified. The incident(s) may also be reported to the Fairfield Police Department at the option of the injured party.