



Onboarding Discrimination & Harassment (including Title IX)

Welcome to Discrimination & Harassment (Including Title IX) training. This course is required for all new RIT employees. If you have any questions about annual training requirements, please contact your direct supervisor.

Once you have successfully completed this course, you will have met your requirement for the calendar year.

This training contains various scenarios and examples that are intended to enhance your learning experience. All of the characters mentioned in this training are fictional and not based on any one individual. Trends and current issues here at RIT were used to craft the interactive exercises in the training.

In order to accommodate a variety of learning styles, this course includes audio. At the top of each page, and sometimes toward the middle, you will see a play bar; click the play button to listen to the audio. **The audio matches the words on the screen.**

The audio for this introduction is located at the beginning of the Course Overview.

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Course introduction from previous page.

Click the play button to listen to the audio. The audio matches the words on the screen.



Course Overview

Click the play button to listen to the audio. The audio matches the words on the screen.

A respectful workplace is a key element in creating a fair, collaborative, and inclusive environment that allows every member of the RIT community to meet the university's learning, teaching, and research goals. That's why RIT embraces creating and maintaining a respectful workplace. RIT is committed to inclusion and equity, and strives to create a community that is inclusive, provides an equitable opportunity, and affirms the contributions of all students and employees. These principles are reflected in, among other places, the university's Core Values, its Honor Code, its Diversity Statements, and its Compliance Policy and Code of Ethical Conduct. Maintaining a climate conducive to an educational, living, and employment environment that is free from unlawful acts of harassment and discrimination is integral to the university.

This course has four sections:

1. Understanding Discrimination and Harassment and the Law.

2. Identifying Types of Discrimination and Harassment.
3. Reporting Discrimination and Harassment.
4. Identifying Additional Requirements Under Title IX.

At the end of the course, you'll find a list of resources, along with a glossary of important terms.

IMPORTANT INFORMATION:

To receive completion credit, you must first successfully **complete the quiz**, with a score of 80% or better, and then **close the course window** (the blue X in the upper right corner of the slide).

It takes an average of at least sixty (60) minutes or more to complete this course. Learners who are familiar with some of the content may complete the course in a shorter length of time. Learners who choose to use the audio recordings as they navigate the course may need additional time to finish. The same is true for learners who may need various accommodations.

It is recommended that you begin the course when you have uninterrupted time to complete it. Should you begin the course and need to attend to something else for more than sixty (60) consecutive minutes, be sure to close out the course using the "X" in the right corner to save your progress. The course times out at sixty (60) consecutive minutes of inactivity and your progress will not be saved if the course logs you out. Lost progress cannot be retrieved.

Thank you for your attention to this important matter.

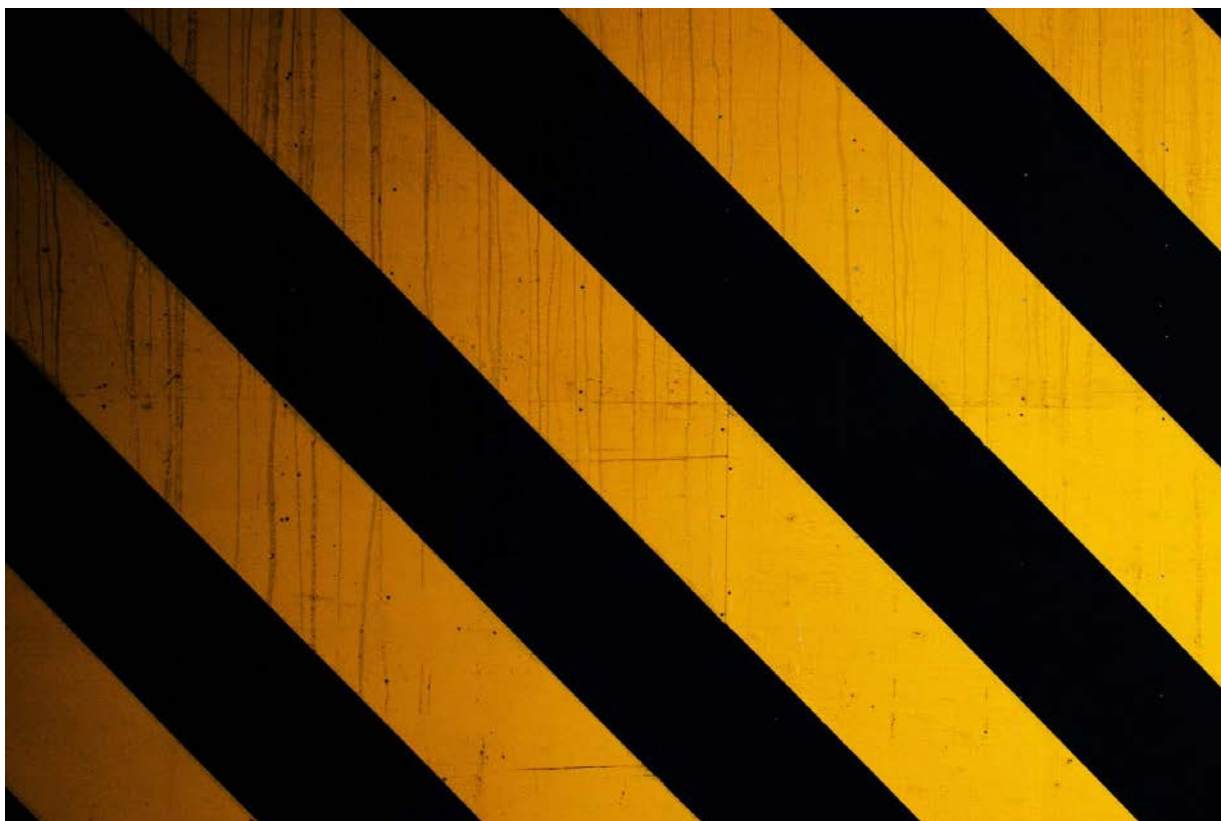


Image description: Yellow and black stripes are displayed.

Trigger Warning

Certain sections of this course contain material that may be difficult for some employees to work through.

The following are mentioned in this course:

- Sexual assault
- Sexual harassment
- Dating/Domestic Violence
- Stalking
- Gender and sex discrimination

Although completion of this course is required, if you are having difficulty, please practice good self-care. If you are unable to complete the course, please speak with your direct supervisor or your

Human Resources Manager.

CONTINUE

Content Experts



01:13

Click the play button to listen to the audio. The audio matches the words on the screen.

This course was created for RIT in collaboration with RIT's Office of Compliance and Ethics, the Office of Legal Affairs, and the Human Resources Department.

Click on any of the tabs below to access more information about the content experts.

OFFICE OF LEGAL AFFAIRS

COMPLIANCE & ETHICS

**HUMAN RESOURCES
DEPARTMENT**

<https://www.rit.edu/fa/legalaffairs/>

OFFICE OF LEGAL AFFAIRS

COMPLIANCE & ETHICS

**HUMAN RESOURCES
DEPARTMENT**

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OFFICE OF LEGAL AFFAIRS

COMPLIANCE & ETHICS

HUMAN RESOURCES
DEPARTMENT

<http://www.rit.edu/fa/humanresources/>

Image description: Two side-by-side flashcards are displayed below. The first flashcard reads "Erika J. Duthiers" on the front, with her photo on the back. The second flashcard reads "Stacy DeRooy" on the front, with her photo on the back.

Erika J. Duthiers



Stacy DeRooy



CONTINUE

Objectives



00:28

Click the play button to listen to the audio. The audio matches the words on the screen.

Discrimination and harassment training is a collective commitment to a respectful, productive, inclusive working and learning environment.

In this section, you will:

- Define and differentiate between discrimination and harassment.
- Identify federal and state laws surrounding discrimination and harassment.
- Identify where to find RIT's policies.

CONTINUE

Discrimination and Harassment Defined



01:44

Click the play button to listen to the audio. The audio matches the words on the screen.

Let's start by defining discrimination and harassment. Many people use these terms interchangeably, and while they are related, they are two different things under the law.



Image description: A diverse group of workers interact in an office environment.

Discrimination

Discrimination describes a situation in which **an employee is treated differently than other similarly qualified employees because of their group, class, or category**. This disparate treatment can include an employer firing or demoting an employee, or refusing promotion or other opportunities.

Harassment

A form of discrimination, harassment describes abuse, threats, intimidation, assault, coercion, and/or unwelcome conduct based on an individual's group, class, or category. Group, class, or category are often referred to as protected classes because people in these groups are protected from discriminatory practices.

Under federal and state law, protected classes include:

- Age
- Color
- Criminal conviction
- Disability (perceived or actual)
- Domestic violence victim status
- Familial status
- Gender
- Gender identity
- Genetic predisposition or carrier status
- Marital status
- Military status
- National origin ancestry
- Pregnancy
- Race
- Religion or creed
- Sex
- Sexual orientation
- Veteran status

RIT has broadened the list of protected classes to include:

- Culture, including Deaf culture

- Political affiliation or preference

CONTINUE

Discrimination, Harassment, and the Law



01:58

Click the play button to listen to the audio. The audio matches the words on the screen.

A wooden gavel with a three-tiered head and a single handle, resting on a matching wooden block. The background is a dark, neutral gray.

Many federal and state laws create protected classes.

Image description: A gavel is displayed with the following text : Many federal and state laws create protected classes.

Two agencies are empowered to enforce those laws.

The **US Equal Employment Opportunity Commission (EEOC)** is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or employee on the basis of protected class.

Those laws include, among others:

- Title VII of the Civil Rights Act of 1964
- Age Discrimination in Employment Act of 1967 (ADEA)
- Americans with Disabilities Act of 1990 (ADA)

An individual can file a discrimination complaint with the EEOC.

The **New York State Division of Human Rights** is responsible for enforcing state laws that prohibit discrimination based on protected classes.

Those laws include, but are not limited to:

- New York State Human Rights Law which **includes**:
- Gender Expression Non-Discrimination Act (GENDA)
- Sexual Orientation Non-Discrimination Act (SONDA)

A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights or in New York State Supreme Court.

In October, 2019, New York State made a significant change to the law concerning harassment. Under the amended law, employees alleging harassment no longer have to prove the harassment was "severe or pervasive".

Instead, the amendment redefines "harassment" as "an unlawful discriminatory practice when it subjects an individual to inferior terms, conditions or privileges of employment" and includes conduct that rises above "petty slights or trivial inconveniences."

If you have any questions, please contact your Human Resources Manager.

The Resources page located at the end of this course includes brief descriptions of these and other anti-discrimination laws.

CONTINUE

Our Policy



01:14

Click the play button to listen to the audio. The audio matches the words on the screen.

You should review RIT's [Policy Prohibiting Discrimination, Harassment, and Retaliation \(Co6.o\)](#).

It applies to all members of the RIT community, including faculty, staff, students and student organizations, and guests, such as vendors, parents, and other campus visitors. **Compliance with the policy is a condition of employment** and participation in RIT-sponsored events and programs.



Image description: A file folder and two notebooks overlap on a flat surface.

Our policy prohibits discrimination and harassment based on an individual's group, class, or category, and **applies to all conduct that occurs on campus**, or at any RIT-sponsored events or programs off-campus. Our policy **may also apply to off-campus conduct** where an individual's behavior **unreasonably interferes with another's well-being and full participation** as a member of the RIT community.

Our policy also includes Title IX of the Education Amendments of 1972 protections. Title IX prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. We'll cover Title IX later in this course.

CONTINUE

Objectives



00:24

Click the play button to listen to the audio. The audio matches the words on the screen.

In this section, you will:

- Examine the types of harassment and discrimination prohibited by federal and state law.
- Identify two types of sexual harassment: quid pro quo and hostile work environment.
- Identify how harassment can occur via electronic communication.

CONTINUE

Harassment or Discrimination?

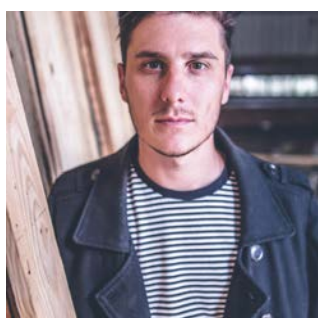


01:41

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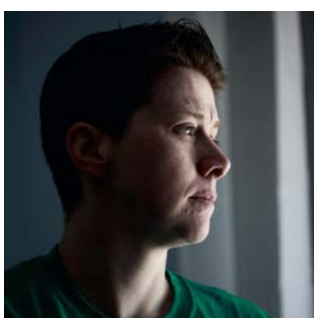
Seth and Lisa are both adjunct faculty at a university.

Image description: Two photos are shown of a character named "Seth" and a character named "Lisa".



Seth

Seth is a conservative Republican who is very active in local politics. Grace, Seth's supervisor,



Lisa

Lisa uses "they/them" pronouns. In department meetings, Lisa is frequently referred

recently discovered a Facebook post where Seth expressed support for a politician who has been accused of mistreating women. Grace approached Seth and explained that his Facebook posts may send the wrong message to women students in his classes. He was asked to remove his posts before the next semester begins or he may be restricted from teaching any classes where women students are enrolled. Seth refused.

to as "she/her" by the department chair, Sam. After the department meetings, Lisa often approaches Sam and asks that he use the correct pronouns when addressing or referring to them. Sam explains that he is "old school" and uses "she/her" because Lisa has a "woman's name." He explains that Lisa shouldn't take it personally and that he means nothing by it.

Did Seth or Lisa experience harassment or discrimination?

[Click to find out.](#)

Seth is entitled to express his political views without fear of reprisal. If teaching assignments are taken from Seth after he refuses to remove his Facebook posts, he has been discriminated against.

Sam's continued intentional use of "she/her" to refer to Lisa is a form of harassment.

It can sometimes be difficult to distinguish between harassment and discrimination. The important thing is to recognize when a person's actions or behaviors are inappropriate.

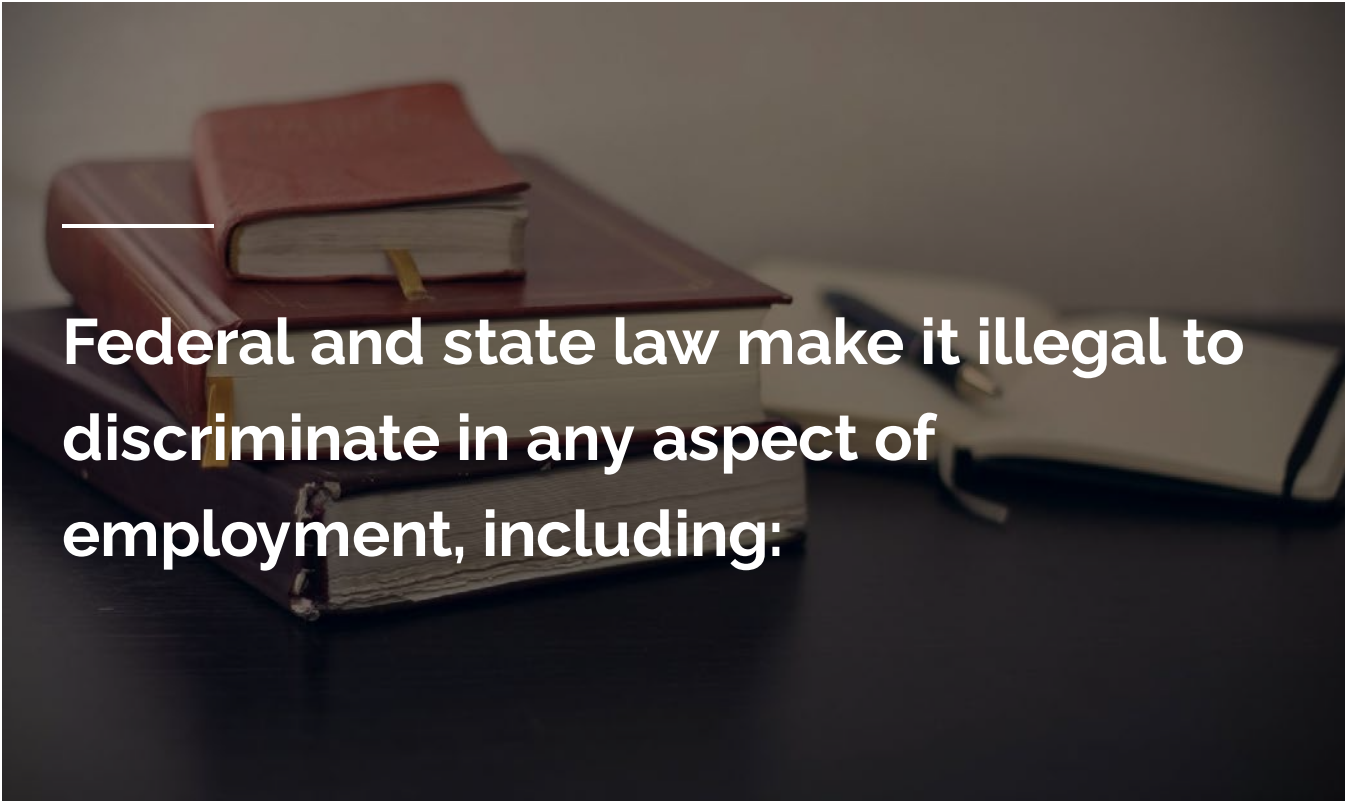
CONTINUE

Discriminatory Practices



01:42

Click the play button to listen to the audio. The audio matches the words on the screen.



Federal and state law make it illegal to discriminate in any aspect of employment, including:

Image description: Three law books are stacked on top of each other. An open notebook with a pen on top is in the background. The following text is written on the image: Federal and

state law make it illegal to discriminate in any aspect of employment, including:

- Hiring and firing.
- Compensation, assignment, or classification of employees.
- Transfer, promotion, layoff, or recall.
- Job advertisements.
- Recruiting and testing.
- Use of company facilities.
- Training and apprenticeship programs.
- Fringe benefits.
- Pay, retirement plans, and disability leave, or
- Other terms and conditions of employment

Discriminatory practices under these laws also include:

- Harassment on the basis of any protected class.
- Retaliation against an individual who opposes discriminatory practices, files a charge of discrimination, or participates in an investigation related to such practices.

- Employment decisions based on stereotypes, assumptions, or myths related to the abilities, traits, or performance of individuals of certain protected classes.

Under the New York State law, discriminatory practices include:

- Denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, sexual orientation, gender identity, national origin, or an individual with a disability.
- Discrimination because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.

CONTINUE

Is it Discrimination?



02:14

Click the play button to listen to the audio. The audio matches the words on the screen.

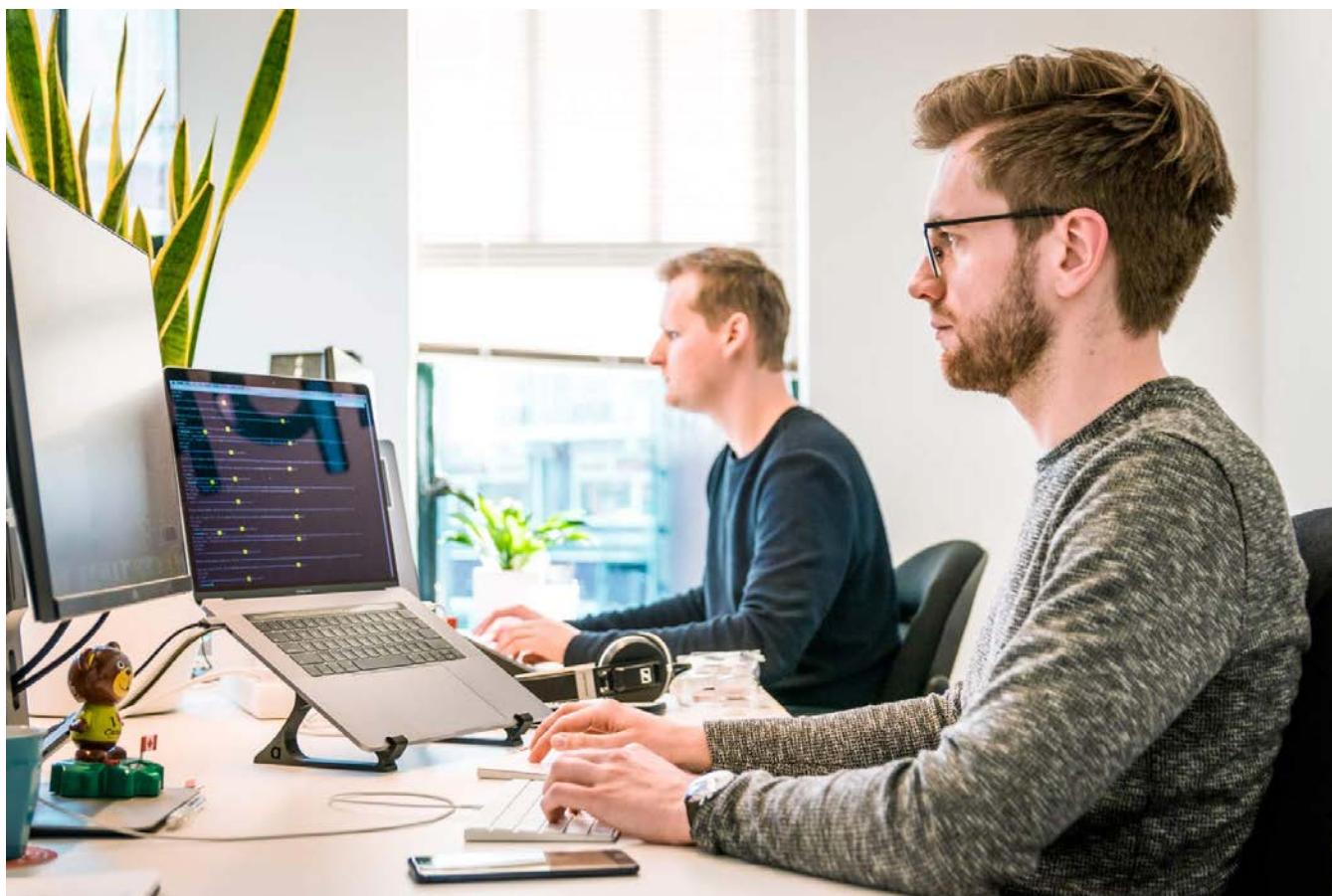


Image Description: Two individuals sit side by side near a window, in front of laptop computers.

Let's take a moment to consider several scenarios. Please keep in mind that situations are often complicated. In the following scenarios, the reason given is why any action has been taken.

- After several unexcused absences, Mario is placed on a Performance Improvement Plan.
- Mindy doesn't like the new software her department is using. Her ongoing refusal to learn the software leads to a Performance Improvement Plan and her eventual termination.
- Tom is very active in a local political organization. When their department chair finds out about Tom's activities outside of work, Tom is denied tenure.
- Nita is passed over for a promotion because she will be eligible to retire in three years.
- Bilal wears a kufi (traditional Muslim headdress) each day to work. When attending a conference, Bilal's supervisor asks him to refrain from wearing the kufi during his presentation. Bilal is told that it will "better reflect the brand of the university."

**Which scenarios constitute discrimination and which do not?
Click to find out.**

Discrimination

- Tom is very active in a local political organization. When their department chair finds out about Tom's activities outside of work, Tom is denied tenure.
- Nita is passed over for a promotion because she will be eligible to retire in three years.
- Bilal wears a kufi (traditional Muslim headdress) each day to work. When attending a conference, Bilal's supervisor asks him to refrain from wearing the kufi during his presentation. Bilal is told that it will "better reflect the brand of the university."

Not Discrimination

- After several unexcused absences, Mario is placed on a Performance Improvement Plan.
- Mindy doesn't like the new software her department is using. Her ongoing refusal to learn the software leads to a Performance Improvement Plan and her eventual termination.

Federal law makes it illegal to discriminate against a job applicant or employee on the basis of a **protected class**. Disciplining or discharging an employee for misconduct or insubordination (sometimes referred to as "cause") is not discrimination.

CONTINUE

Harassment is a Form of Discrimination



01:29

Click the play button to listen to the audio. The audio matches the words on the screen.

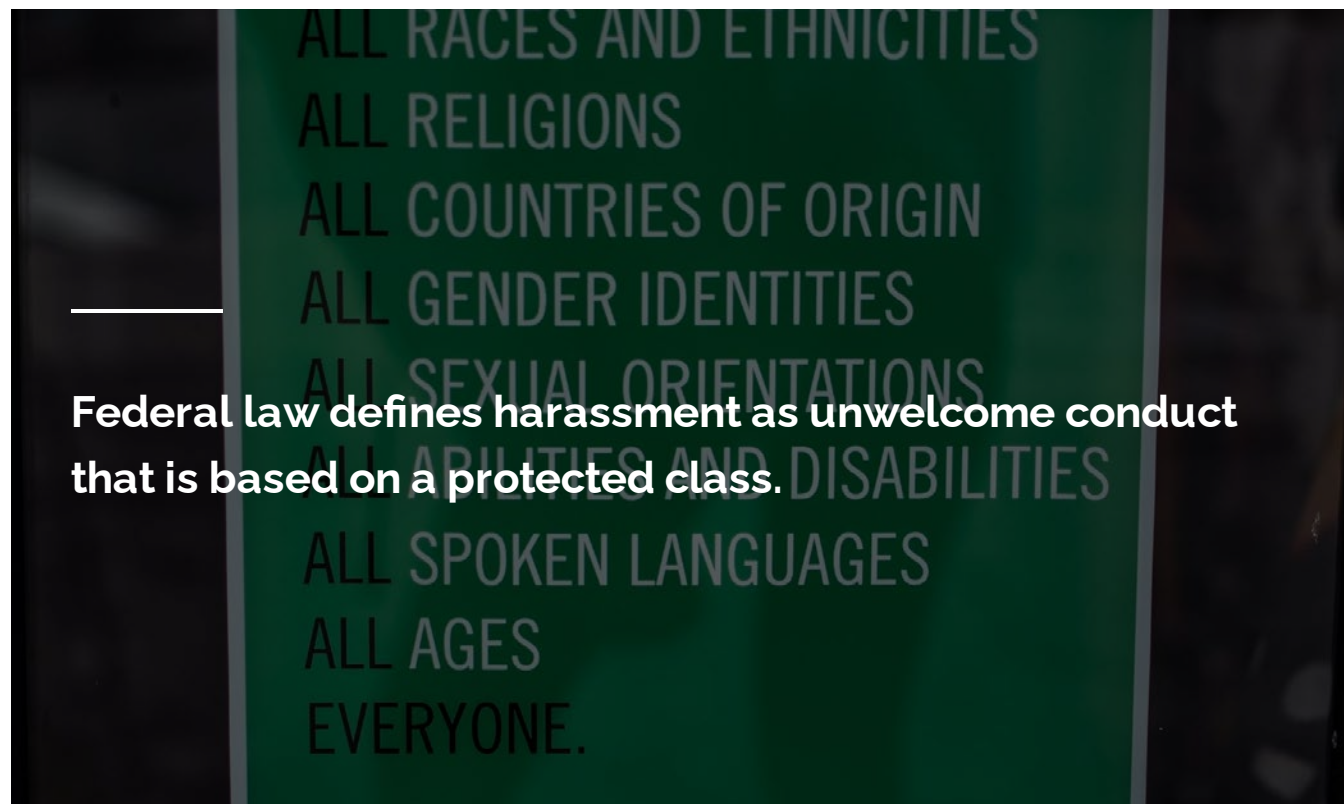


Image description: A portion of a green sign is displayed in the background with the following written in black and white lettering: All Gender Identities, All Sexual Orientations, All Abilities, and Disabilities, All Spoken Languages. In the foreground, the following is written: Federal law defines harassment as unwelcome conduct that is based on a protected class.

Harassment violates federal law when the unwelcome conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Under New York State law, conduct that rises above petty slights and trivial inconveniences may now be considered workplace harassment.

RIT's policy defines harassment as abuse, threats, intimidation, assault, coercion, and/or unwelcome conduct based on that individual's group, class, or category by any means, including, but not limited to, physical, verbal or signed communication, written, photographic, or electronic means which has the purpose or effect of:

1

Unreasonably interfering with an employee's or student's work, academic performance, or activities, or participation in RIT-sponsored programs or events; or

2

Creating an intimidating, hostile, or abusive environment for an employee or student at RIT or in RIT-sponsored or -supervised programs or events.

CONTINUE

Is the Conduct Harassment?



02:04

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: A group of employees sits around a conference room table with laptops open. One person is standing up giving a presentation in front of a video screen.

It's not uncommon for employees to feel offended by the actions of a supervisor or coworker.

Let's review different experiences. As you do, consider whether the conduct they describe would constitute harassment under RIT policy.



"One of my coworkers talks over me constantly in meetings. It's really annoying."

- Natalie



"My supervisor announced to my department that we cannot serve on any committees next semester due to our increased workload. I have colleagues in other departments that are not restricted in this way. "

- Macie

Does any of the conduct described constitute harassment? Click to find out.

We've all probably felt upset or offended by the actions of a supervisor or coworker at some point in our careers. Although the conduct each employee describes may make them uncomfortable, it may not meet the legal or RIT policy definition of harassment,

For example, disagreements about work style and directives that are not related to an individual's protected status do not meet the legal definition of harassment, nor do they meet the definition in RIT policy. Even so, that conduct may still violate RIT's [Honor Code](#) or [Core Values](#).

Talking over someone may be considered rude or frustrating but does not meet the legal definition of harassment. Natalie is encouraged to address this ongoing behavior with the coworker in an attempt to resolve the issue.

Although being restricted from committee work may be disappointing, managers have the discretion to determine what tasks may not be productive for their department. Other managers may allow for more committee work for their team if their workload is more manageable. If Macie is the only person in the department who is not allowed to serve on committees then this issue may require further examination.

CONTINUE

Illegal Conduct



01:25

Click the play button to listen to the audio. The audio matches the words on the screen.

Under the law, to be considered illegal, **harassing conduct must be unwelcome, based on an individual's protected class, and must create a work environment that would be intimidating, hostile, or offensive to a reasonable person, or interfere with work performance.** Such conduct may include, but is not limited to:

- Ethnic or sexual remarks or jokes.
- Racist remarks, slurs, epithets, or name-calling.
- Stereotyping, degrading, or derogatory remarks based on any other protected class.
- Stalking and otherwise threatening behavior.
- Physical assaults.
- Intimidation, mockery, insults, or put-downs.
- Offensive objects or pictures.

However, **conduct need not be illegal for it to be unacceptable at RIT.** RIT may impose disciplinary measures and require additional training if an individual's conduct was inappropriate, was the product of poor judgment, or was otherwise in violation of [RIT's Honor Code](#) or [Core Values](#). **Conduct that does not meet the legal definition of harassment may still be inappropriate, and result in action.**



Image description: Two slips of paper are visible with the word "Illegal" handwritten on one and the word "Legal" written on the other.

The slip with the word "legal" is being held between the fingers of an unseen individual who is placing the slip on a surface next to the other slip of paper.

CONTINUE

Two Types of Harassment: Quid Pro Quo



01:26

Click the play button to listen to the audio. The audio matches the words on the screen.

Now that we know how harassment is defined, let's talk about two types of harassment—quid pro quo and hostile work environment.

Quid pro quo is a Latin term that translates to "something for something," or "this for that." **Quid pro quo almost always relates to sexual harassment**, and in that context, it refers to demands—whether they are actual or implied—for sexual favors in exchange for a promotion, pay increase, or other benefits, or to avoid being fired, demoted, or otherwise disadvantaged. **The harasser in quid pro quo must be someone in a position of power or authority**, such as a supervisor or manager.

Quid pro quo harassment is generally fairly easy to recognize, as in this example:

Sheree is a new instructor on campus.

Sheree accepts an invitation from a tenured professor in her department, Pam, to get coffee. As they chat over coffee, Pam asks Sheree many questions about herself and soon discovers that she is single. Pam shares that she is also single and asks Sheree out on a date.

Sheree explains that she prefers not to date coworkers. Pam explains that she is no ordinary coworker and will soon become the department chair. Pam assures Sheree that a harmless date will help her get to know her better and determine where Sheree might fit best in the department.



Image description: An individual is standing with their body turned to the side and their face turned forward.



CONTINUE

Two Types of Harassment: Hostile Work Environment



01:47

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: Three individuals are in a room. Two are sitting at a table with laptops open in front of them. The other individual is standing at a board offering instruction.

Harassment based on a hostile work environment happens when someone's conduct has the purpose of, or effect of, unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Our policy defines a hostile work environment as a workplace situation where an employee cannot reasonably perform their work, due to unwelcome conduct by one or more members of the RIT community, based on that individual's protected group, class, or category.

Unlike quid pro quo harassment, **the harasser can be anyone affiliated or associated with RIT**, including a supervisor, coworker, contractor, or student. The harasser may also be a campus visitor.

For a situation to be considered hostile work environment harassment, three key elements must be present.

1

The conduct must be unwelcome. Conduct is unwelcome if the recipient does not initiate, desire, or solicit the conduct. It's the recipient's reasonable view that determines whether conduct is welcome or unwelcome.

2

The conduct must be based on the recipient's protected class, as defined by state and federal law, and RIT policy.

3

The conduct must be offensive to a similarly situated, reasonable person. If the recipient of the unwelcome conduct, or someone who sees the conduct, finds it offensive, that conduct must also be offensive to a similarly situated, reasonable person for an unlawful hostile work environment to exist.

CONTINUE

Sexual Harassment



01:11

Click the play button to listen to the audio. The audio matches the words on the screen.

Sexual harassment is a form of sex discrimination that includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. When such conduct explicitly or implicitly affects a person's employment, unreasonably interferes with a person's work performance, or creates an intimidating, hostile, or offensive work environment, it will have violated the law and RIT policy.

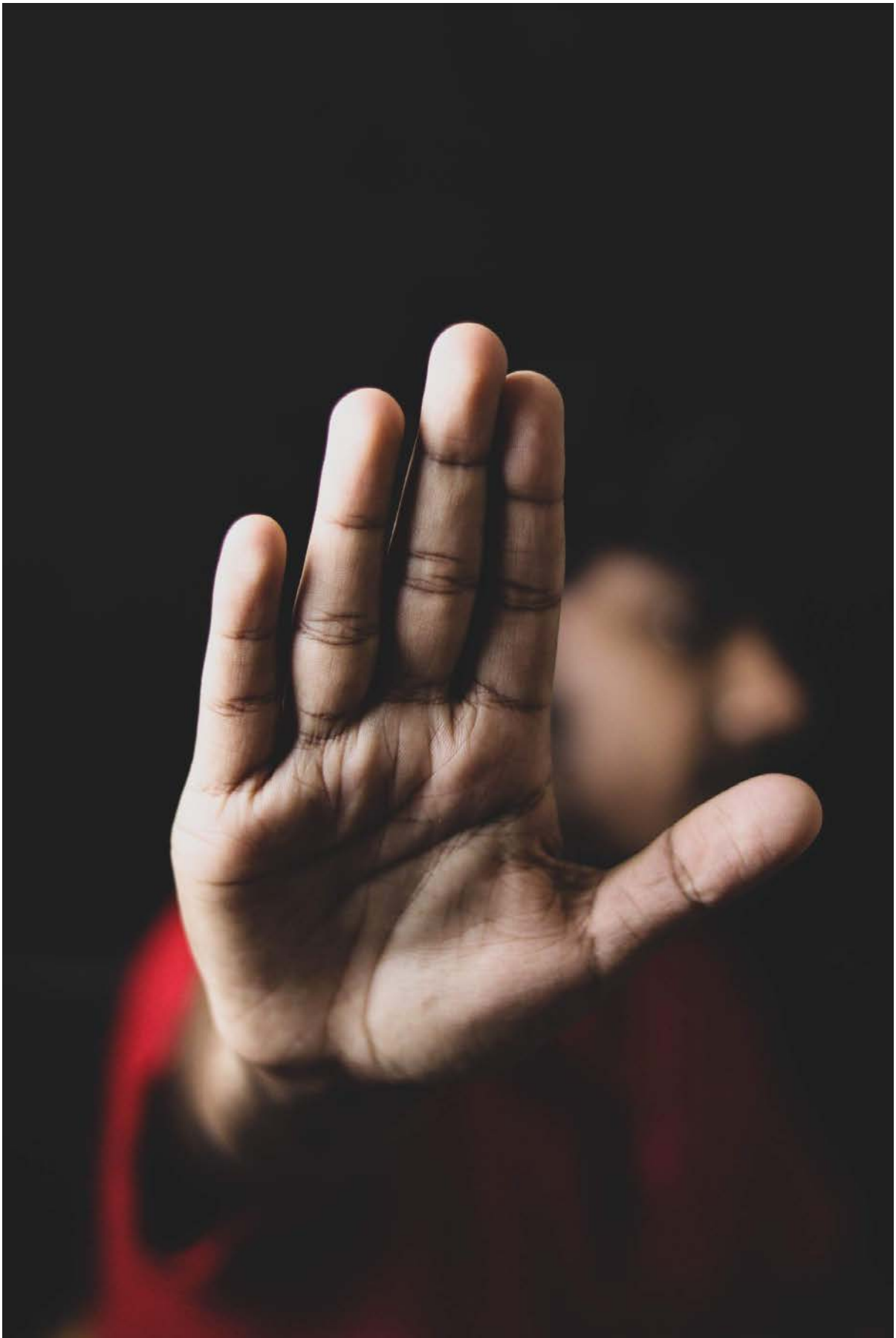


Image description: An outstretched hand is shown with a close up view of the palm.

It's important to note that:

- The person experiencing harassment does not have to be of different sex as the harasser, and both can be of the same or different genders.
- The harasser may be the person's supervisor, an agent of the employer, a supervisor in another area, a coworker, or a non-employee.
- The impacted individual need not be the person directly subjected to the harassment. Anyone affected by the offensive conduct, such as a bystander or someone overhearing a conversation, may be impacted.
- Sexual harassment is unlawful even though the person being harassed may not suffer any economic injury or be fired or demoted.

CONTINUE

Examples of Sexual Harassment



02:16

Click the play button to listen to the audio. The audio matches the words on the screen.



The behaviors that constitute sexual harassment may be physical, verbal, or visual.

Image description: In the background, the word "attention" is written in white lettering across a red, tattered sign background. The following text is written on the image: The behaviors that constitute harassment may be physical, verbal, or visual.

Click each tab to see examples of each type of conduct.

PHYSICAL CONDUCT

VERBAL CONDUCT

VISUAL CONDUCT

- Unnecessary touching or brushing against someone's body or hair.
- Standing or sitting too close to someone.
- Giving unwelcome gifts or items.
- Blowing into someone's ear.
- Blocking or impeding someone's movement.
- Winking, blowing kisses, licking lips, "elevator eyes."
- Following someone.
- Patting someone on the buttocks, or touching someone's breasts, thighs, or genitals.
- Exposing portions of the body to another person.
- Rubbing or touching oneself sexually in the presence of someone else.
- Using American Sign Language (ASL) to do any of the above.


PHYSICAL CONDUCT

VERBAL CONDUCT

VISUAL CONDUCT

- Unwelcome flirtations, advances, or propositions.
- Repeated requests for a date with someone who has not expressed interest.
- Telling unwelcome jokes or stories, often with innuendo.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Graphic verbal commentaries about someone's body.
- Using sexually degrading words to describe someone.
- Sending suggestive or obscene letters, notes, or invitations.
- Using American Sign Language (ASL) to do any of the above.

PHYSICAL CONDUCT	VERBAL CONDUCT	VISUAL CONDUCT
<ul style="list-style-type: none">• Sexual gestures.• Leering or staring.• Displaying sexually suggestive objects or images, including pornography.• Using American Sign Language (ASL) to do any of the above.		

 Keep in mind that individuals process information and react to situations differently. Someone may not seem visibly upset at the time the offensive conduct is happening. This is especially true if the conduct is unexpected. It is also possible that an individual reacted differently to the same conduct on previous occasions.

CONTINUE

Relationships and Sexual Harassment



04:03

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: A pink heart made of construction paper, with a hole punched out of the top of both sides, is strung onto a red and white piece of twine. The paper heart is ripped nearly completely apart down the middle.

Now, let's explore sexual harassment in the context of dating and other relationships.

Lyle and Nisha are both staff members who work in Facilities Management Services.

Lyle and Nisha dated for a few months last semester. Lyle ended the relationship with Nisha and began dating a second-year student employee that Nisha supervises.

When Nisha finds out about the relationship between Lyle and the student, she asks Lyle if they can get back together but he declines.

Nisha tells Lyle's supervisor about the relationship with the student employee.

Lyle's supervisor approaches Lyle and tells him that the relationship with the student employee will be reported to the Department of Human Resources.

Lyle becomes angry and states that Nisha is retaliating against him for breaking up with her and that her reporting his relationship is harassment.

Which of the following is the best response?

- ☐ Nisha is retaliating against Lyle. He is allowed to date other people and she's just angry because he doesn't want to be with her anymore.
- ☐ Lyle is not permitted to date the student employee. The relationship is a violation of policy.
- ☐ When the relationship is reported to the Department of Human Resources, Lyle will be assured that the

relationship can continue as long as Lyle isn't the student's supervisor.

SUBMIT

When a Relationship Ends

Although consensual romantic relationships between RIT employees are permitted in some circumstances, the end of these relationships may create problems in the workplace. This is especially true if the former romantic or sexual partners work in close proximity.

In the example above, Lyle ended the relationship with Nisha. Nisha asked Lyle once to get back together. Lyle declined. Lyle's new relationship with the student employee is not permitted under RIT's C23.0 Policy on Consensual Romantic or Sexual Relationships. The scenario doesn't tell you why Nisha reported Lyle's relationship with the student. It could be that Nisha saw this relationship as an obstacle to dating Lyle again. Nisha may have reported the relationship to be spiteful. Nisha's motives are unknown. At the same time, she is permitted to report a potential policy violation regardless of motivation.

Lyle told his supervisor that Nisha harassed him by reporting his new relationship. This is not the case. However, if Nisha continues to ask Lyle to be in a romantic relationship, these ongoing attempts to reconcile may be considered sexual harassment. Lyle is entitled to file a harassment complaint to address these unwanted advances.

Be sure to review RIT's C23.0 Policy on Consensual Romantic or Sexual Relationships to learn about specific

expectations and requirements related to consensual relationships.

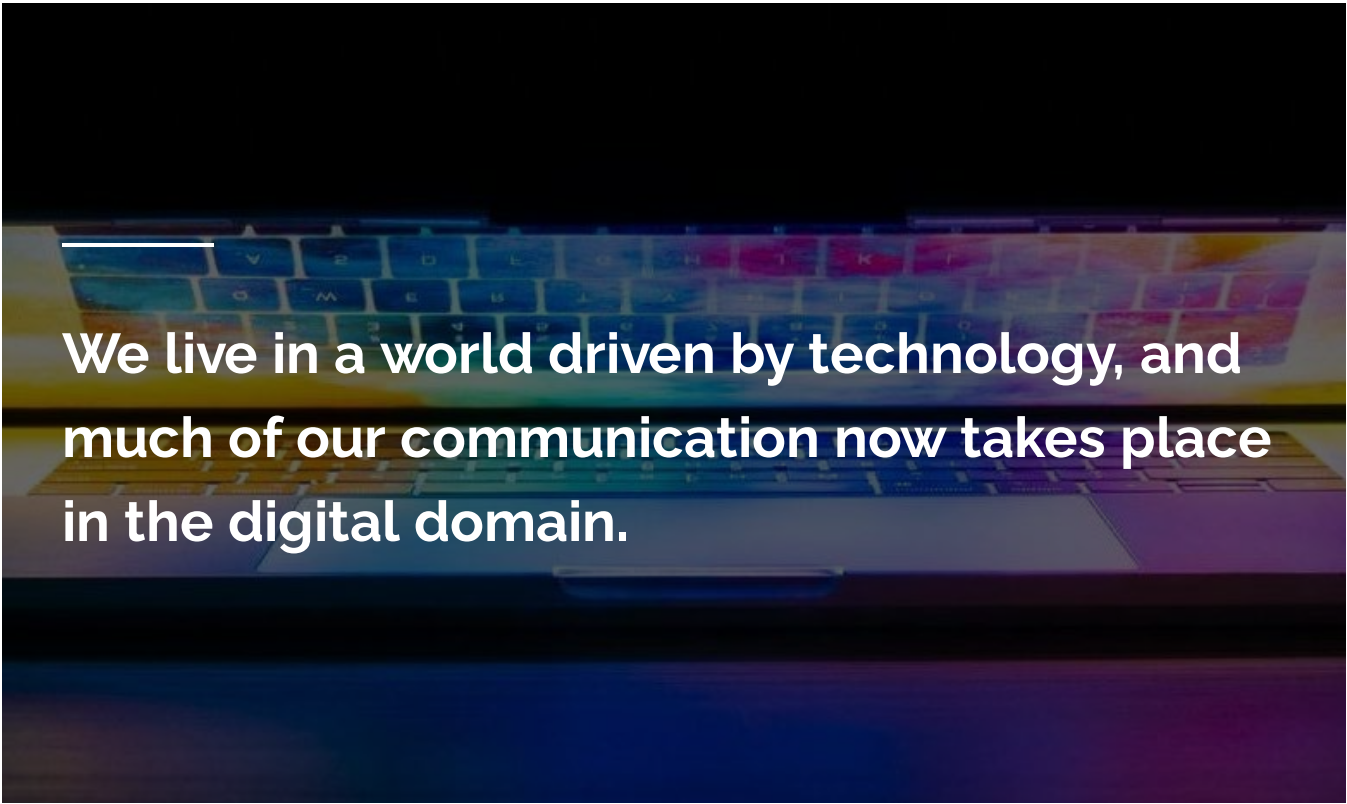
CONTINUE

Electronic Communication



01:33

Click the play button to listen to the audio. The audio matches the words on the screen.

A close-up, slightly blurred image of a laptop keyboard. The keys are illuminated with a soft, colorful glow. Overlaid on the keyboard is the text: "We live in a world driven by technology, and much of our communication now takes place in the digital domain." in a white, sans-serif font.

We live in a world driven by technology, and much of our communication now takes place in the digital domain.

Image description: A nearly-closed, powered-on laptop sits on a surface in a dark room. The following text is displayed on the image: We live in a world driven by technology, and much of our communication now takes place in the digital domain.

It is not difficult to imagine how harassment can happen in the digital world.



Image description: A person sits in front of a laptop with the screen facing the person and out of view.

Imagine: Chris is sent an email from a coworker. In the email is a link to a pornographic website. Chris doesn't click on the link and immediately informs the coworker that the email is inappropriate. The coworker tells Chris to "lighten up" and that he should simply delete the email if he doesn't want to look at it. Chris holds on to the email as he decides what to do about it.

Things to remember:

- Many people believe their emails are private communications, but they're not.
- Emails are considered communications, and they can be relied upon in making a harassment complaint, just like any other written document.
- When you send an email, remember that it can be presented as evidence in a complaint of discrimination and sexual harassment.

Would you be comfortable if the email link was opened by Human Resources or reviewed in court?

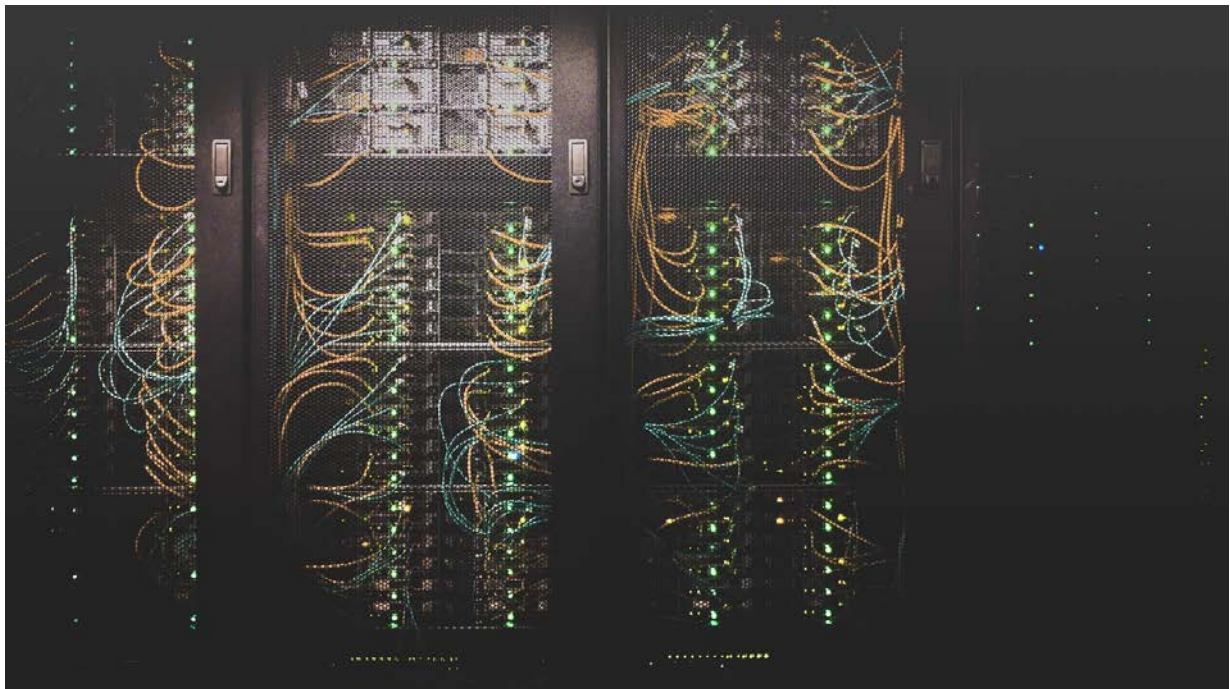


Image description: Server components are shown in a dark room.

The coworker told Chris that he can simply delete the email, and even if he did, the email isn't really gone. Deleted messages stay in electronic archives, and they can be recalled long after they are transmitted or deleted.

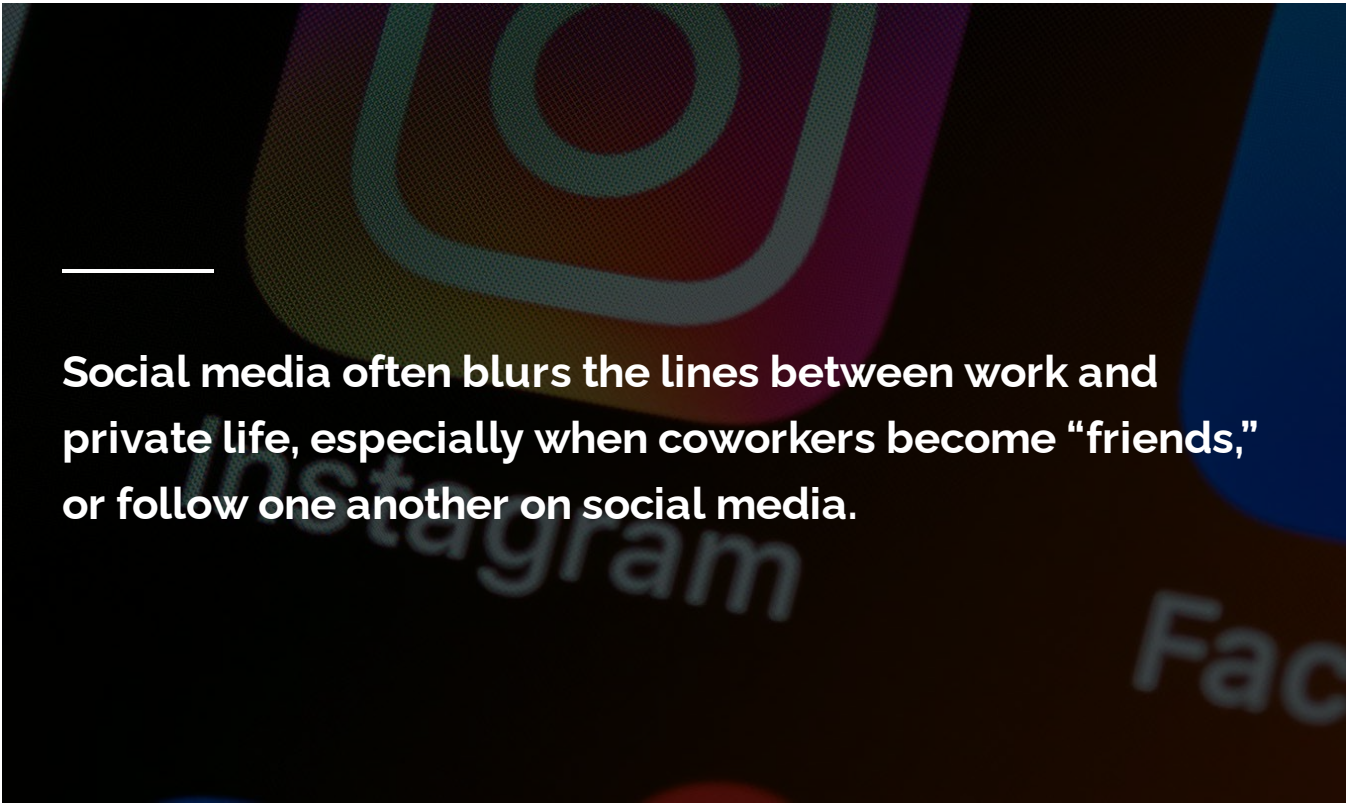
CONTINUE

Social Media



01:45

Click the play button to listen to the audio. The audio matches the words on the screen.



Social media often blurs the lines between work and private life, especially when coworkers become “friends,” or follow one another on social media.

Image description: A zoomed-in phone screen displays partially obscured Twitter, Instagram, and Facebook icons. The following text is displayed on the image: Social media often blurs the lines between work and private life, especially when coworkers become “friends,” or follow one another on social media.

An employee who may never make a sexual comment to a coworker in the workplace may very well make that comment on a social networking site. Much like email, **social networking sites are not private**, and behavior that happens outside the workplace may still be considered harassment when that behavior unreasonably interferes with another's well-being and full participation in the workplace.

Other forms of social media harassment may include:

- "Friending" a person on Facebook and sending offensive comments.
- "Following" a person on Instagram and sending offensive comments or direct messages.
- Sending texts that harass or intimidate, or include sexually explicit messages, photos, or videos.
- Sending lewd or offensive Snapchats.
- Sending links to or posting lewd or offensive content on discussion boards such as Discord, Reddit, and Quora.
- Using any application to harass or intimidate, including TikTok, Twitch, Life360, YouTube, WhatsApp, and dating apps.
- Cyberstalking that includes persistently communicating with someone via social media.
- Sending multiple "friend" or "follow" requests even after previous requests are deleted or ignored.

When harassment happens online, it can be documented by capturing screenshots and saving or recovering emails. That information can then be used to support a complaint of discrimination made within the university or in legal action.

CONTINUE


Outside the Office



04:16

Click the play button to listen to the audio. The audio matches the words on the screen.

Many employees believe that conduct must take place in the workplace and during work hours to be considered discriminatory or harassing. In reality, **federal and state anti-discrimination and harassment laws, as well as RIT policy apply to any event that directly relates to work**, including off-site meetings, business trips, holiday parties, and sporting events. Even events that are neither sponsored nor encouraged by an employer, may be protected if employees are present and the outside work conduct has an impact on the employee's work environment.



If you are a supervisor, remember that you retain your role and position even when you are off campus and outside work hours.



Image description: A portion of an image shows several people toasting with glasses of beer in their hands. The text on the image reads: If you are a supervisor, remember that you retain your role and position even when you are off-campus and outside work hours.

Consider the following scenarios.



Image description: Two bumper cars, both containing a laughing adult and child, collide.

Lance and Shelly are adjunct faculty working in the same department.

During an RIT-sponsored employee appreciation day event at a local amusement park, Shelly sees Lance and his child. Shelly asks Lance if he wants to ride a few rides with her and her daughter. Lance agrees and goes on a few rides. Shelly then asks Lance to go out for a drink after the event ends. Lance declines and says that he plans to spend the rest of the day with his son. They part ways. As Lance is leaving the park he is approached by Shelly again. Shelly asks again about getting a drink. Lance tells Shelly that he isn't interested in getting a drink although he enjoyed the time at the amusement park. Shelly asks him to reconsider and explains that she never got up the nerve to approach him before but feels more comfortable doing so now. Lance thanks her for asking but once again declines the offer and explains that he isn't interested in a relationship at this time. As Lance is driving home, he gets a text from Shelly which reads:

"We are both recently divorced with small children. It's really tough to find people who can relate to us. I understand what you are going through. Maybe we can take our children out for a playdate? They seemed to hit it off. That counts for something, right?"

Lance doesn't respond. When Lance sees Shelly on campus, she asks him why he never responded to her last text. Lance tells Shelly he would like to maintain their relationship as colleagues and doesn't want to spend time outside of work. Shelly apologizes and tells Lance that she understands that he needs some time to heal from his divorce. She assures him that she will be there to support him and check on him as her office is only a few doors down from his.

A few days later, Lance schedules a meeting with his department chair expressing concerns about future interactions with Shelly.

Is Shelly's conduct harassment?

Shelly expressed interest in Lance and he declined. He also stated clearly that he was not interested in a relationship. Shelly's continued advances, even if they aren't clearly sexual in nature, are making Lance uncomfortable in the workplace. Shelly's behavior became problematic once Lance declined her offer yet she persisted.

Consider the second scenario:

After finishing up a stressful semester, a manager decides to take his team out to "blow off some steam" at a local bowling alley.

The manager tells the team that he appreciates them and wants them to have a great time as his gift to them for all of their hard work. He buys everyone a round of beers. When he offers a beer to Mel, Mel declines. The manager tells Mel to "lighten up" and offers the beer again. Mel declines once more, explaining that they refrain from drinking for religious reasons. The manager walks away. Throughout the night, the manager laughs and makes comments in front of the other team members such as:

"This lane is only for drinkers."

"If you can't drink, what's the point of being here?"

"Come on, Mel! Have a beer. God won't notice."



Image description: Several people are sitting across from one another at several tables in a restaurant.

Even though the bowling party took place off-site, outside work hours, and was not sponsored by the employer, **the manager's conduct may still be treated as workplace conduct.**

It's also important to note that **supervisors, such as the manager, in this case, retain their role as supervisors**, even if they are off-site or are outside work hours.

CONTINUE

Objectives



00:25

Click the play button to listen to the audio. The audio matches the words on the screen.

In this section, you will:

- Consider why harassment and discrimination sometimes go unreported.
- Identify how miscommunication can contribute to harassment and discrimination.
- Discuss policies related to reporting harassment and discrimination, confidentiality, and retaliation.

CONTINUE

Dealing with Harassment



02:03

Click the play button to listen to the audio. The audio matches the words on the screen.

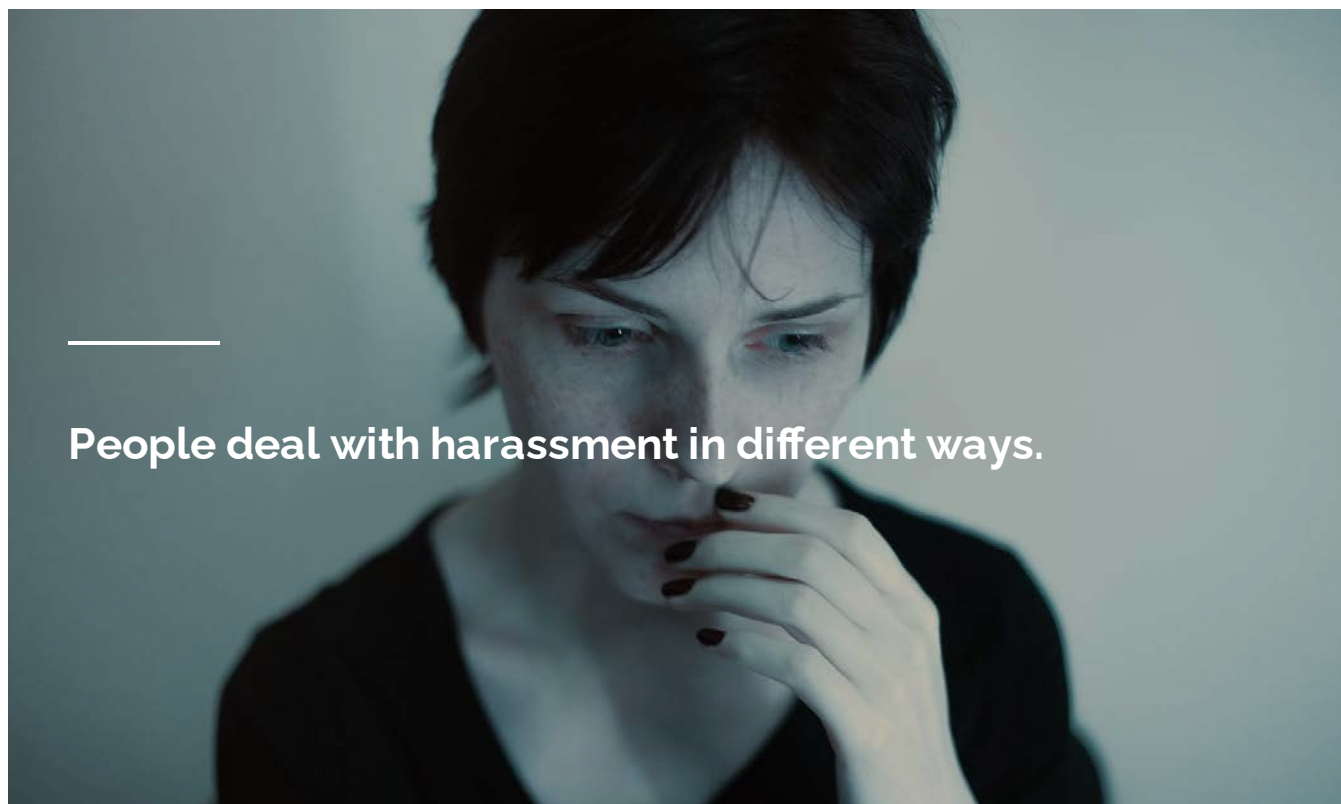


Image description: A close-up of an individual's face is shown with the following text written on the image: People deal with harassment in different ways.

When faced with offensive conduct, **some employees choose to ignore it or rationalize it**, while **others choose to laugh it off** to placate the harasser. Others, still, **may quietly blame themselves**. Employees who choose not to report offensive behavior may see that as the easier thing to do. But it may also send the wrong message—that the conduct is not offensive or unwelcome. And that's the very opposite message that should be sent.

Although harassment, like all forms of discrimination, can create a hostile work environment, many people feel uncomfortable reporting offensive conduct to their supervisors or human resources manager.

Let's review some examples of why harassment goes unreported.



Image Description: A person, wearing a grey sweater, is sitting in a classroom, leaning over a desk and onto an open book as they look out of a window.

Self Blame

"At first I went along with it because I figured it would just die down. Before I knew it, the situation was out of control. I should have been more assertive from the very beginning and said that I was uncomfortable."

Lack of Knowledge

"I knew that I didn't appreciate what was going on but I didn't realize I was being harassed. I wasn't familiar with the policies and definitions."



Image Description: A person sits on a bench reading a book while facing a window.



Image Description: A group of people sit around a table with pads and pens.

Concern for Others

"I know the conduct I was experiencing was against our school's anti-harassment policy and the law, but reporting would be so disruptive to our office. I just don't want to drag everyone else into this."

Fear of Disbelief

"This person is in a really powerful position at the university. If I reported it, how do I know that my complaint would be believed or taken seriously?"



Image description: A person is sitting and looking at an open laptop.

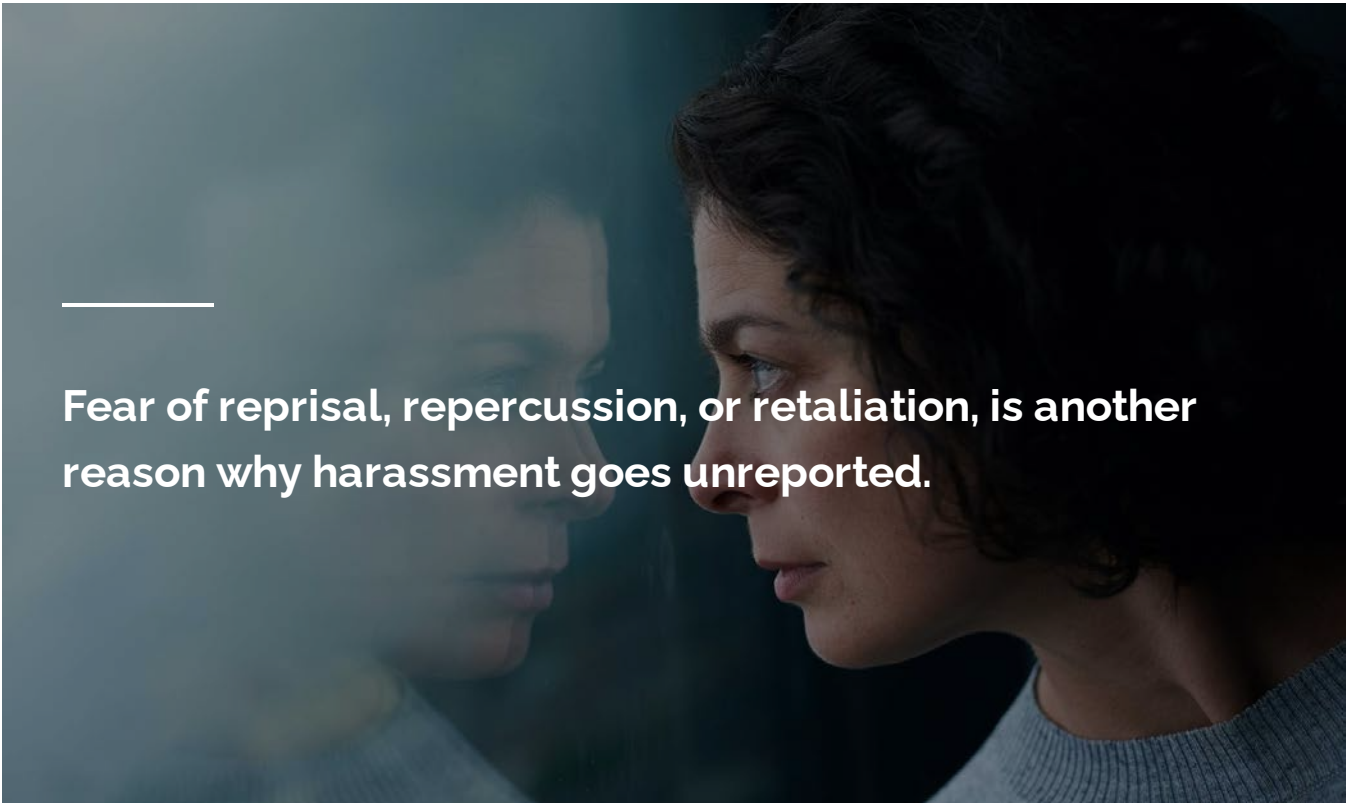
CONTINUE

Fear of Repercussion



01:20

Click the play button to listen to the audio. The audio matches the words on the screen.

A close-up photograph of two people, a man and a woman, looking out of a window. The man is on the left, slightly out of focus, and the woman is on the right, in focus. They are both looking out of a window, and their faces are partially visible. The text is overlaid on the image.

Fear of reprisal, repercussion, or retaliation, is another reason why harassment goes unreported.

Image description: A portion of an individual's face is shown with their eyes looking out of a window. The following text is displayed on the image: Fear of reprisal, repercussion, or retaliation, is another reason why harassment goes unreported.

Some people may wonder whether they will be believed or may worry about feeling humiliated or blamed. Others may fear being ostracized by coworkers or damaging their own careers. Others, still, may worry about the consequences of becoming embroiled in a long, drawn-out conflict with an uncertain outcome.

Remember: Federal and state law, as well as RIT policy, protects people from retaliation for asserting their rights under discrimination and harassment laws, and RIT policy. Anyone participating in the complaint process is protected from retaliation, no matter the circumstance. Other actions to oppose discrimination and harassment are protected as long as the employee acted on a reasonable belief that a violation of laws or policies was taking place.

Like the law, our policy prohibits retaliation against any member of the RIT community who opposes a policy violation, files a complaint, or participates in an investigation of a policy violation. Anyone experiencing retaliation should report it right away, so it may be investigated and addressed.

CONTINUE

Was it Miscommunication?



02:30

Click the play button to listen to the audio. The audio matches the words on the screen.

Although the line between acceptable social conduct and harassment should be clear, it isn't always so. We have different personalities, come from different backgrounds, and have different senses of humor. We also have different cultural identities and hold different religious beliefs. Those differences may mean that we interpret behavior differently. Behavior that may be interpreted as friendly by some, may be interpreted as aggressive or intimidating by others.

A person who engages in conduct you find offensive may not be aware of how their actions are perceived, or they may be insensitive to your reaction or the reactions of others. That's why it's important to make your reaction known.

Consider Alice, Frank, and Udarsh



Alice

Frank

Udarsh

Image description: An individual photo of each character is displayed.

Alice, Frank, and Udarsh are project managers. Frank often makes inappropriate sexual jokes when working with Alice and Udarsh. Udarsh avoids commenting on the jokes because he can clearly see how uncomfortable Alice feels. Alice remains silent unless she finds a way to shift the topic. One afternoon, after Frank leaves the area for a moment, Udarsh asks Alice if she is ok. Alice explains that she just wants to get through the project and hopefully she won't need to work with Frank again in the future. Udarsh informs her that another project has already been lined up because the team has been very productive while working on their current project.

How might Alice and Udarsh handle this situation?

1

Alice can approach Frank and explain that his jokes make her uncomfortable and that she'd appreciate it if he refrained from making inappropriate jokes in the future.

2

Udarsh can approach Frank to express his concerns about the team dynamic. He can explain that Alice seems to be uncomfortable when certain jokes are made.

3

Alice and Udarsh can approach Frank together and let him know that although the team works well together, some jokes that are made are disruptive.

4

If there is concern about approaching Frank, Alice and/or Udarsh can talk with their direct supervisor or their Human Resources Manager.

If you experience unwelcome conduct, whether you are the recipient or a bystander, say something. Oftentimes, people

will change their behavior once they learn that it is offensive to others. They may even feel embarrassed if they didn't recognize the discomfort of others. If the conduct continues, or you are not comfortable saying something, report it to your supervisor or to your Human Resources Manager.

CONTINUE

File a Complaint



01:40

Click the play button to listen to the audio. The audio matches the words on the screen.

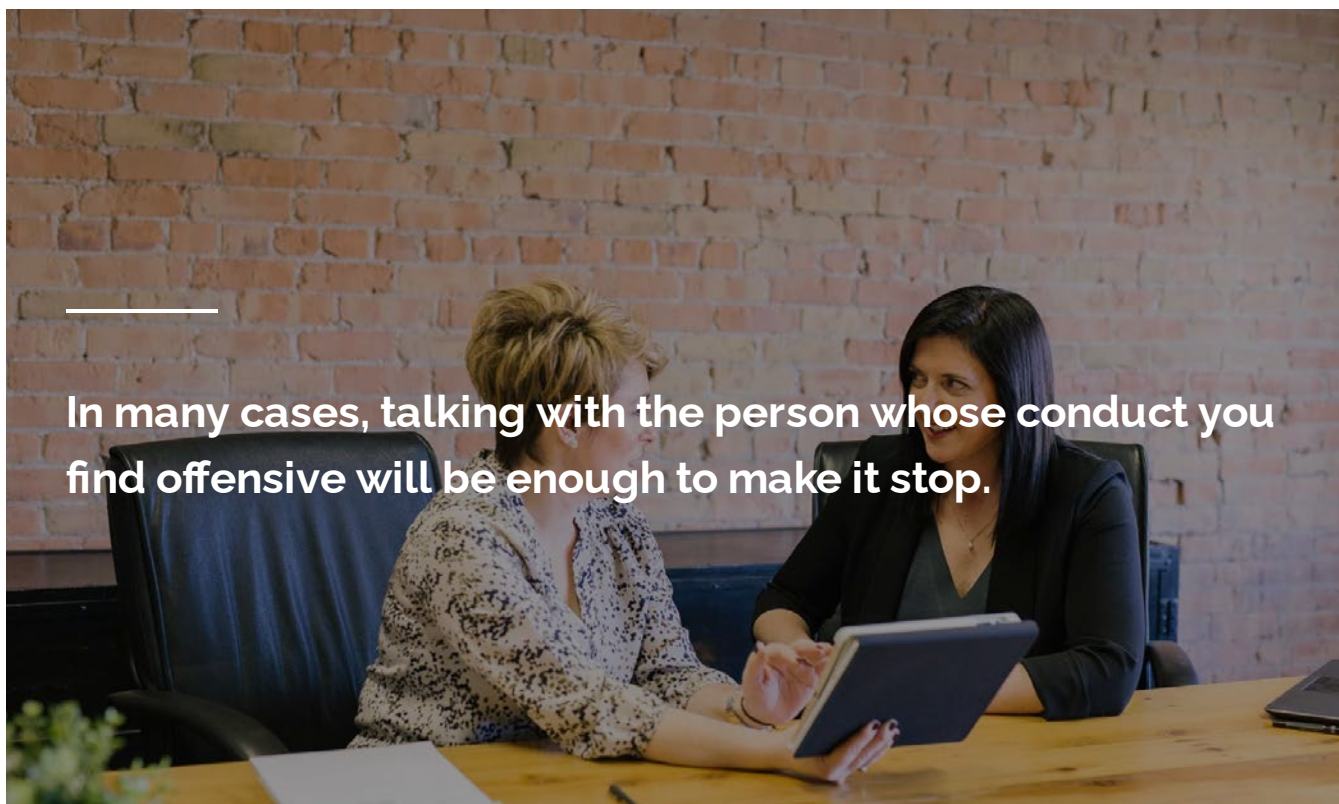


Image description: Two individuals are sitting side by side while involved in a conversation. The following text is displayed on the image: In many cases, talking with the person whose conduct you find offensive will be enough to make it stop.

If it doesn't, or if you feel uncomfortable or in danger, report it by making a complaint. You can report a complaint to your immediate supervisor, senior leader, or management team within your department. **If you are uncomfortable discussing the issue with your immediate supervisor, or you are unsure if you should report an issue, then you can also make a complaint as follows:**

- Complaints may be made, in person or in writing, to the RIT Department of Human Resources, Office of Legal Affairs, Office of the Vice President for Diversity and Inclusion, RIT's Assistant Vice President of Compliance & Ethics, RIT's Public Safety Department, the RIT President, any RIT Vice President, or any RIT supervisor.
- A complaint may be filed anonymously through [RIT's Ethics and Compliance Hotline](#).
- A sex or gender-based complaint may also be made to our [Title IX Coordinator, or any Deputy Title IX Coordinator](#).
- A sex or gender-based complaint may also be filed directly to the Title IX Office through the [online reporting form](#).

Contact information for the Office of Compliance and Ethics, the Office of Legal Affairs, and the Department of Human Resources are also available on the Resources page.

Once a complaint is filed, a review will be initiated. The impacted person will be contacted to discuss next steps.

CONTINUE

Privacy



00:50

Click the play button to listen to the audio. The audio matches the words on the screen.



Image Description: An individual holds their hands out while holding a sign with the word "private" written on it.

RIT's policy protects a complainant's privacy, but it's important to note that confidentiality cannot be promised during an investigation. A thorough investigation sometimes requires that information be shared with others with a need to know. Information will be shared only as necessary to investigate and resolve an allegation of discrimination or harassment.

If an employee contacts the Equal Employment Opportunity Commission (the federal agency that enforces federal non-discrimination laws) or the New York State Division of Human Rights (the state agency that enforces state non-discrimination laws), the information the employee shares will be kept confidential unless the employee files a charge with either agency.

CONTINUE

The Investigation Process



00:42

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: A magnifying glass, notebook, paper, and pencil are displayed against a white background. The following text is displayed on the image: Information gathered during the investigation will be used to:

- **Provide for the immediate safety** of the impacted person (the complainant) and the campus community,
- **Evaluate** whether the person against whom the complaint (the respondent) was made violated RIT policy, and
- **Take disciplinary action as deemed necessary** to address the effects of the alleged conduct.

The investigation will typically include interviews with the complainant, the respondent, and any witnesses.

CONTINUE

The Outcome of an Investigation



01:09

Click the play button to listen to the audio. The audio matches the words on the screen.

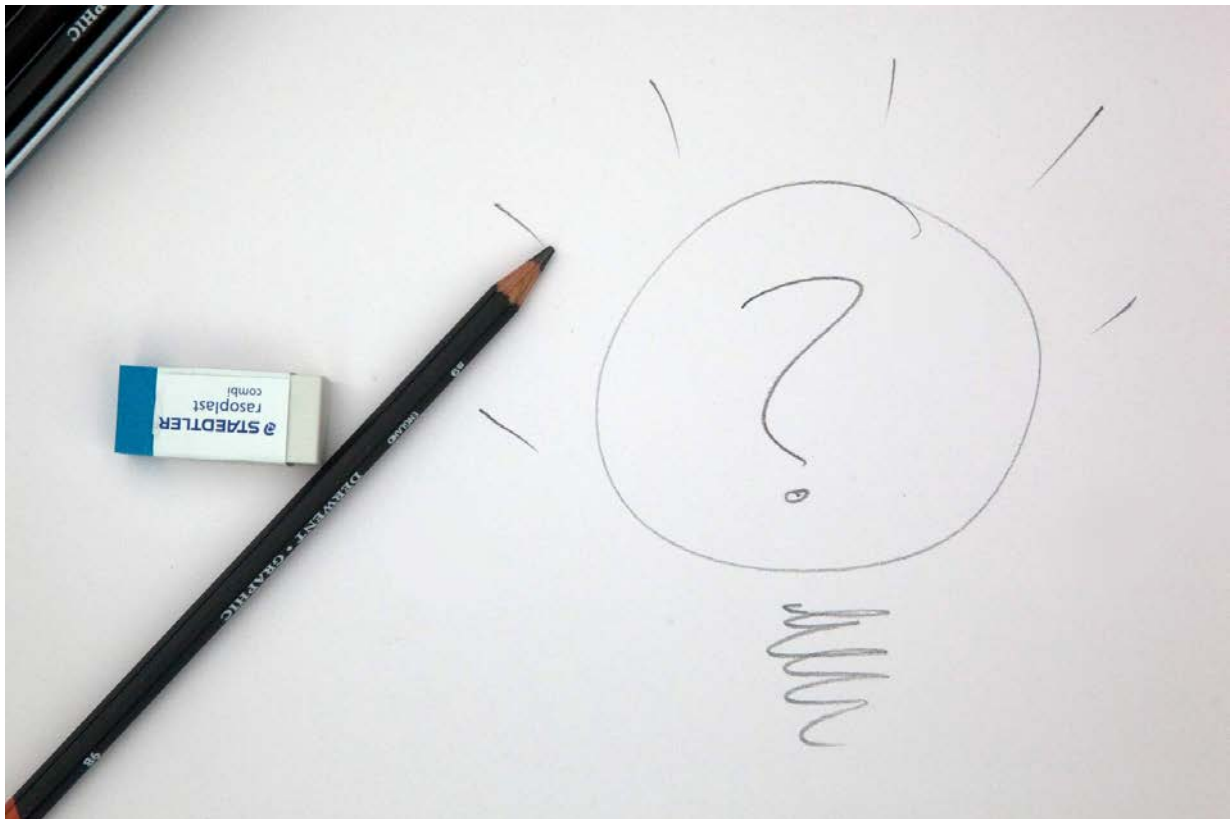


Image Description: A pencil and eraser sit atop a paper with a circled question mark drawn on it.

Once a complaint is investigated, and a determination is made as to whether RIT policy was violated, the individual making the complaint will be informed of the results of the investigation—that is,

whether their complaint is substantiated or unsubstantiated based on the preponderance of the evidence.

If the complaint is substantiated, the individual against whom the complaint is made will be informed of the outcome, and any additional action taken by the university, as appropriate.

If the claim relates to sexual harassment or sexual discrimination, sexual misconduct, stalking, dating, or domestic violence, both parties will be notified of the investigation's outcome.

Both parties will also be provided with the rationale for any determination made. In C27.0 cases, both parties are afforded an opportunity to appeal the outcome. **Any violations of RIT policy and any disciplinary sanctions imposed as a result of the violation will be recorded in the employee's personnel file.**

CONTINUE

Possible University Action



00:56

Click the play button to listen to the audio. The audio matches the words on the screen.

If an employee is found to have violated RIT policy, the university may take one or more of the following actions:

- Written Warning or Final Written Warning
- Unpaid administrative leave
- Temporary or permanent ban from campus or specific campus locations
- Mandatory educational programs
- Partial or full trespass warnings to remain off campus or parts of campus
- Permanent or temporary suspension from employment and/or enrollment
- Removal of supervisory titles or duties
- Demotion
- Office Relocation

- Restriction of attendance at meetings, departmental events
- Termination of employment
- Withholding merit increases
- Permanent or temporary teaching restrictions or additional oversight in classrooms, labs, or with student interactions
- Assignment of mentors or coaching

CONTINUE

Objectives



00:32

Click the play button to listen to the audio. The audio matches the words on the screen.

In this section, you will:

- Describe the purpose of Title IX and who is protected by it
- Review C.27: Policy on Title IX Sexual Harassment for Faculty, Staff, and Students
- Identify the roles of the Title IX Coordinator, Responsible Administrators, and Responsible Employees
- Identify the resources available to students, faculty, and staff.

CONTINUE

What is Title IX?



04:27

Click the play button to listen to the audio. The audio matches the words on the screen.

Title IX is a federal law that prohibits discrimination based on sex, and RIT's Policy on Title IX Sexual Harassment for Faculty, Staff, and Students is inclusive of its protections.

The law itself is short:



Image Description: A grid of 54 individual, small photos of diverse people is displayed.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX of Education Amendments of 1972 and implementing Regulations at 20 U.S.C. § 1681 & 34 C.F.R. Part 106

Its impact is far-reaching. It applies to any institution that receives financial assistance from the U.S. Department of Education and protects all students, faculty, and staff—regardless of sexual orientation, gender identity, or gender expression—from sexual harassment.



Image Description: Various items associated with legal proceedings are displayed including a gavel, briefcase, and scales.

C27.0 Policy On Title IX Sexual Harassment for Faculty, Staff, and Students

To comply with federal law and reflect appropriate changes, RIT has developed and implemented a Title IX policy that applies to all university members. The Policy is located [here](#).

Sexual Harassment Defined

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of RIT conditioning the provision of aid, benefit, or service of RIT on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); or

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RIT's education program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Scope and Applicability

This Policy applies to all RIT administrators, faculty, staff, students, and third parties within the university's control. This Policy applies equitably to all individuals regardless of race, religion, age, citizenship, color, creed, culture (including Deaf culture), actual or perceived disabilities, gender, marital status, ethnic or national origin, political affiliation or preference, military or veteran status, sexual orientation, gender identity, gender expression, or genetic predisposition.

This Policy will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

- The conduct is alleged to have occurred on or after August 14, 2020;
- The conduct is alleged to have occurred in the United States;
- The conduct is alleged to have occurred in RIT's Education Program or Activity; and
- The alleged conduct, if true, would constitute Sexual Harassment as defined in this Policy.

Limitations of C27.0 Policy in Compliance with Federal Law

This Policy is limited in scope and applicability by law. However, **unwelcome conduct that is based on sex, gender, gender identity, or sexual orientation, which is not explicitly prohibited under Title IX, is prohibited by other RIT policies and will be adjudicated thereunder.** These policies include, but are not limited to, [Co6.0 Policy Prohibiting Discrimination, Harassment and Retaliation](#), which governs harassment and discrimination related to employees; [D19.0 Student Gender-Based and Sexual Misconduct Policy](#), which governs non-Title IX Sexual Misconduct and related gender-based harassment and discrimination, and [D18.0 Student Conduct Process](#), which details the student code of conduct. Other relevant policies may also include [C23.0 Policy on Consensual Romantic or Sexual Relationships](#), which governs consensual romantic or sexual relationships between members of the

university community, and [C26.0 Protection of Minors on Campus Policy](#), which governs the activities and programs related to minors on campus.

CONTINUE

Title IX Coordinator



01:47

Click the play button to listen to the audio. The audio matches the words on the screen.

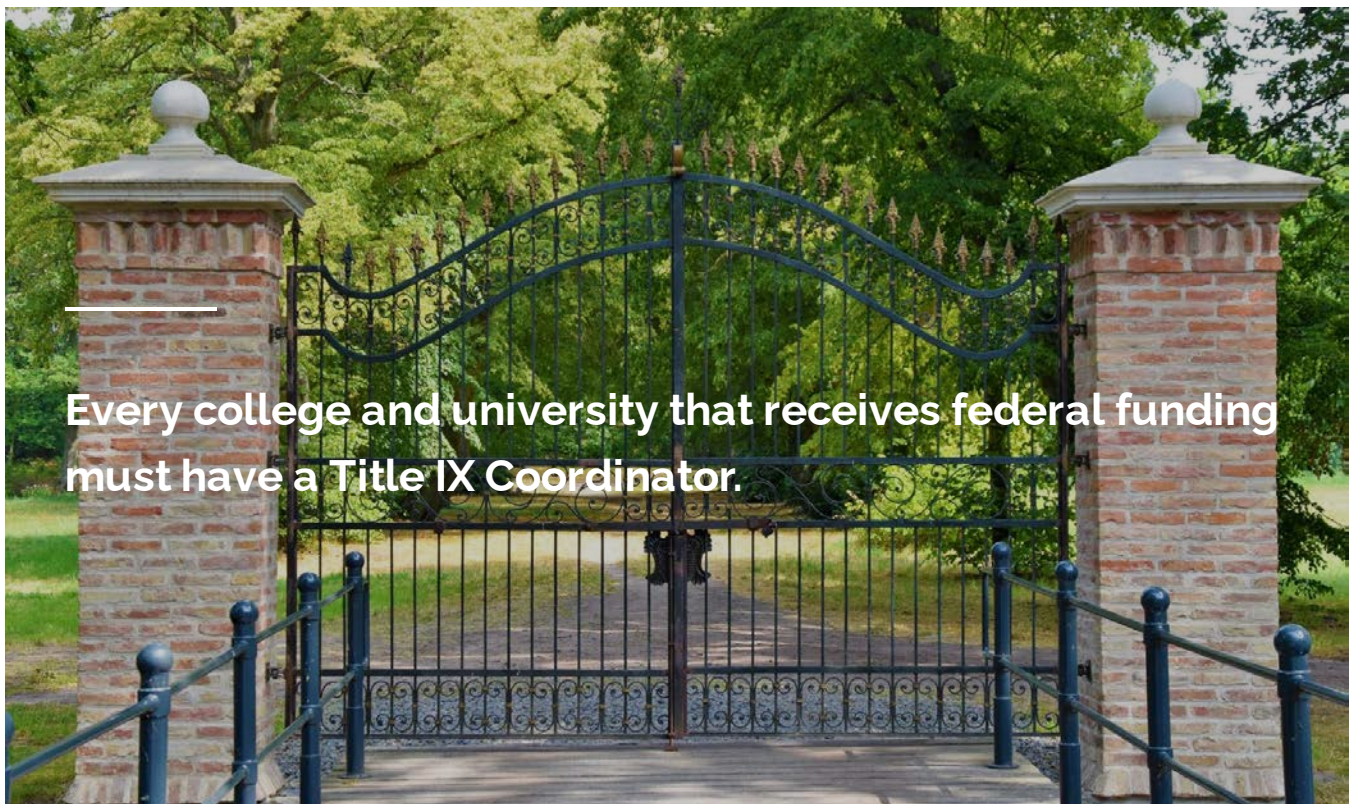


Image description: A closed iron gate is shown in between two brick pillar gateposts. The following text is displayed on the image: Every college and university that receives federal funding must have a Title IX Coordinator.

The Title IX Coordinator is responsible for ensuring that the school complies with Title IX. Specific responsibilities include: accepting reports of sexual discrimination, sexual harassment, and sexual violence; managing the investigation and disciplinary process; and looking for patterns that suggest systemic issues with sexual misconduct on campus.

At RIT, the Title IX Coordinator has been designated as the person responsible for oversight of all sex and gender-based harassment and discrimination even if the behavior falls outside the scope of Title IX.

The Title IX Coordinator partners with staff and administrators throughout campus to address the needs of the community.

RIT's Title IX Coordinator is Stacy DeRooy and she serves as a gatekeeper for the Title IX process at RIT. RIT also has additional members of the Title IX Office and several Deputy Title IX Coordinators. These individuals are collectively referred to as **Responsible Administrators**.



Image description: A photo of Stacy DeRooy

Stacy DeRooy (She/Her)

Title IX Coordinator

Clery Compliance Officer

Office of Compliance and Ethics

6th Floor

Eastman Hall

585-475-7158

stacy.derooy@rit.edu

Check out the [RIT Title IX page](#) for more contact information and resources.

CONTINUE

What is RIT Required to Do?



01:13

Click the play button to listen to the audio. The audio matches the words on the screen.

If the university knows of, or should reasonably know of, any such incidents—whether they occur on-campus or off-campus at RIT programs, events, or facilities—it is required to take immediate action to end them, prevent them from happening again, and address their effects.



Image description: A large group of people in shadow stand side by side against a sunset background.

RIT is required to take action regardless of any action or inaction by law enforcement. RIT must also make every effort to help individuals impacted by sexual misconduct access on-and off-campus resources, including medical assistance, counseling services, and advocacy.

For example, RIT will take immediate action by talking with the person who made the complaint about their wishes.

When the accused is an employee, the university will take immediate action to investigate the complaint. If an employee is found responsible, they will be disciplined, up to and including termination. **If a student is found responsible**, a variety of sanctions may be imposed, including suspension and expulsion. Criminal charges may also follow for both employees and students.



CONTINUE

Our Policies



03:12

Click the play button to listen to the audio. The audio matches the words on the screen.



Image Description: Library book shelves are displayed containing several dozen books in various sections.

Know that RIT has a number of policies related to harassment and discrimination. The following links take you to the RIT University Policy Library.

For Faculty, Staff, and Visitors

- [Policy Prohibiting Discrimination, Harassment, and Retaliation \(C6.o\)](#)
- [Faculty/Staff Alcohol and Drug Policy \(C15.2\)](#)
- [Policy on Title IX Sexual Harassment for Faculty, Staff, and Students \(C27.o\)](#)
- [Honor Code \(P3.o\)](#)

For Students

- [Student Conduct Policy \(D18.o\)](#)
- [Alcohol and Drug Policy \(D18.1\)](#)
- [Student Gender-Based and Sexual Misconduct Policy \(D19.o\)](#)
- [RIT Student-Athlete Drug and Alcohol Policy](#)
- [Policy on Title IX Sexual Harassment for Faculty, Staff, and Students \(C27.o\)](#)
- [Honor Code \(P3.o\)](#)

Title IX Student Bill of Rights

All students at Rochester Institute of Technology alleging dating violence, domestic violence, sexual assault, or stalking have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by RIT.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.

5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by RIT, any student, the accused, and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the university.
9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of RIT.



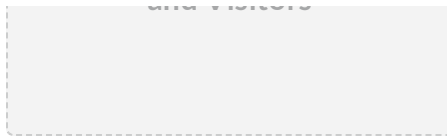
01:32

Click the play button to listen to the audio. The audio matches the words on the screen.

Policy Sorting Exercise

The following exercise requires that you match the term in the top box to one of the three category boxes below. Drag the top box to one of the lower boxes. If you attempt to match a term to an incorrect box, you will have the opportunity to move it to the correct box to move on.

**RIT Policies for Faculty, Staff,
and Visitors**



**Policy Prohibiting
Discrimination, Harassment,
and Retaliation (C6.0)**

**Faculty/Staff Alcohol and
Drug Policy (C15.2)**

RIT Policies for Students

**Student Conduct Policy
(D18.0)**

**Alcohol and Drug Policy
(D18.1)**

**Student Gender-Based and
Sexual Misconduct Policy
(D19.0)**

**RIT Student-Athlete Drug and
Alcohol Policy**

**RIT Policy for Faculty, Staff,
and Students**

**Policy on Title IX Sexual
Harassment for Faculty, Staff,
and Students (C27.0)**

Honor Code (P3.0)

CONTINUE

What Do You Need to Know?



01:11

Click the play button to listen to the audio. The audio matches the words on the screen.

Every employee within the RIT community is expected to know the following important information.

The following are the kinds of questions you should be able to answer.

Image description: There are photos of individuals with quotes on six slides of the quote carousel.



"What, when, and how do I report an incident of sexual harassment?"

- Lacey



"Who are the Title IX Responsible Administrators, and how do I contact one?"

- Bart



"When someone tells me about sexual harassment, is the conversation private, and does confidentiality apply?"

- Marta



"What do I say to someone when they say they have experienced sexual harassment?"

- Faith



"Are there some types of questions I shouldn't ask?"

- Nils



"Where can I find RIT's Policy on Title IX Sexual Harassment for Faculty, Staff, and Students? Where can I find the Student Bill of Rights and other resources?"

- Lashae

CONTINUE

Gender and Sexual Diversity



04:49

Click the play button to listen to the audio. The audio matches the words on the screen.

Title IX is a federal law that prohibits discrimination based on sex and gender. Respect for gender and sexual diversity is an expectation of all members of the RIT community.





Image Description: A portion of a rainbow flag is shown.

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Title IX of Education Amendments of 1972 and implementing Regulations at 20 U.S.C. § 1681 & 34 C.F.R. Part 106

Although Title IX uses the term "sex" it is widely understood that gender is the preferred term to demonstrate the scope of the law. In addition, sexual orientation is also covered under the law. As such, an individual's gender identity and sexual orientation are protected under Title IX.

Sex vs. Gender

This portion of the training provides information that all RIT community members should know and understand. At the same time, this is a complicated and very extensive topic area and the following content does not meet the requirements of Safe Zone training that everyone is encouraged to take part in.

The information on this page has been adapted from the GLAAD resources page. You are encouraged to explore this topic more in-depth by visiting the GLAAD website at glaad.org/resources. You can also take advantage of the on-campus resources offered by the Q Center. Information about Safe Zone training, LGBTQIA+ programming, and community events can be explored [here](#).

The terms "sex" and "gender" are often used interchangeably, however, these terms have distinctly different meanings.

Sex is defined as the classification of a person as male or female. At birth, infants are assigned a sex, usually based on the appearance of their external anatomy. (This is what is written on the birth certificate.) A person's sex, however, is actually a combination of bodily characteristics including chromosomes, hormones, internal and external reproductive organs, and secondary sex characteristics. Intersex individuals may have any number of biological variations of internal and external anatomy.

Gender Identity is defined as a person's internal, deeply held sense of their gender. For transgender people, their own internal gender identity does not match the sex they were assigned at birth. Most people have a gender identity of man or woman (or boy or girl). For some people, their gender identity does not fit neatly into one of those two choices (see non-binary and/or genderqueer below.) Unlike gender expression, how an individual outwardly expresses their gender, gender identity is not visible to others.

What about people who do not identify with the sex they were assigned at birth?

Transgender is an adjective that is an umbrella term for people whose gender identity differs from the sex they were assigned at birth. People under the transgender umbrella may describe themselves using one or more of a wide variety of terms - including transgender. Use the descriptive term preferred by the person. Many transgender people are prescribed hormones by their doctors to bring their bodies into alignment with their gender identity. Some undergo surgery as well. But not all transgender people can or will take those steps, and a transgender identity is not dependent upon physical appearance or medical procedures.

Cisgender is a term used to describe people who are not transgender. "Cis-" is a Latin prefix meaning "on the same side as," and is, therefore, an antonym of "trans-." A more widely understood way to describe people who are not transgender is simply to say, non-transgender people.

Gender Non-Conforming is a term used to describe some people whose gender expression is different from conventional expectations of masculinity and femininity. ***Please note that not all gender non-conforming people identify as transgender; nor are all transgender people gender non-conforming.*** Many people have gender expressions that are not entirely conventional – that fact alone does not make them transgender. Many transgender men and women have gender expressions that are conventionally masculine or feminine. Simply being transgender does not make someone gender non-conforming. The term is not a synonym for transgender or transsexual and should only be used if someone self-identifies as gender non-conforming.

Non-binary and/or genderqueer are terms used by some people who experience their gender identity and/or gender expression as falling outside the categories of man and woman. They may define their gender as falling somewhere in between man and woman, or they may define it as wholly different from these terms. The term is not a synonym for transgender or transsexual and should only be used if someone self-identifies as non-binary and/or genderqueer.



01:08

Click the play button to listen to the audio. The audio matches the words on the screen. **(The Importance of Pronouns)**



Image description: A whiteboard displays the following text in rainbow colors: "HELLO My Pronouns Are" followed by a blank line, a backslash, and an additional blank line. An individual stands in the background holding the whiteboard.

The Importance of Pronouns

It is important to respect the gender identity and expression of individuals in our community. In fact, all RIT community members are expected to use the pronouns that individuals choose for themselves. Doing so is in alignment with the university's [Po4.0 Core Values](#) policy which stresses the importance of Respect, Diversity, and Pluralism.

An individual's gender identity should never be assumed. Using the right pronouns simply requires that you discover which pronouns an individual uses to refer to themselves.

People are often encouraged to use "they/them" to refer to individuals whose pronouns they are not familiar with. This is fine initially but it should not be assumed that someone uses "they/them" simply based on their outward appearance or gender expression. It is always best to ask.

More information on the use of pronouns can be found [here](#).



01:44

Click the play button to listen to the audio. The audio matches the words on the screen. **(GENDA)**



Image description: Twelve layered profile silhouettes with alternating white, blue, and pink coloring are displayed.

GENDA

In 2019, the New York State Human Rights Law was amended through the Gender Expression Non-Discrimination Act (GENDA) to explicitly add gender identity or expression as a protected category. Discrimination on the basis of gender identity or expression is prohibited in all areas covered by the Human Rights Law.

What Is Prohibited by the Law?

Unlawful discrimination based on gender identity or expression can include:

- Questions about gender identity or expression, or assigned sex at birth, such as in a job or housing interview;

- Refusing to hire for a job or to rent an apartment;
- Denying equal access to places of public accommodation, to a school, or to credit;
- Terminating employment or housing;
- Denying the use of restrooms or other facilities consistent with a person's gender identity;
- Asking a transgender person to use a single-occupancy restroom because of someone else's concerns;
- Requiring individuals to show medical or other documents in order to use facilities, such as restrooms, locker rooms, or residential facilities, consistent with their gender identity;
- Utilizing grooming, uniform, or appearance standards based on sex stereotypes;
- Providing benefits, leave, or reasonable accommodations that differ based on gender;
- Refusing to use an individual's requested name or pronouns;
- Subjecting an individual to harassment at work, school, or places of public accommodation, or in connection with housing.



01:10

Click the play button to listen to the audio. The audio matches the words on the screen. **(Sexual Orientation)**

Sexual Orientation

The scientifically accurate term for a person's enduring physical, romantic, and/ or emotional attraction to another person. Sexual orientations can include heterosexual (straight), lesbian, gay, bisexual, queer, asexual, and other orientations. Avoid the offensive term "sexual preference," which is used to inaccurately suggest that being gay, lesbian, or bisexual is voluntary and "curable." People

need not have had specific sexual experiences to know their own sexual orientation; in fact, they need not have had any sexual experience at all.

Gender identity and sexual orientation are not the same. Gender identity does not determine sexual orientation. Transgender and non-binary people have sexual orientations too, and they may be straight, lesbian, gay, bisexual, queer, etc. For example, a transgender woman who is attracted exclusively to women would typically describe herself as a lesbian; if she were exclusively attracted to men, she would likely describe herself as a straight woman. A transgender person who is attracted to more than one gender may identify as bisexual or pansexual.



Click the play button to listen to the audio. The audio matches the words on the screen. **(Terminology Sorting Exercise)**

Terminology Sorting Exercise

The following exercise requires that you match the term in the top box to one of the three category boxes below. Drag the top box to one of the lower boxes. If you attempt to match a term to an incorrect box, you will have the opportunity to move it to the correct box to move on.

Gender Identity

Man	Woman
Genderqueer	Gender Non-conforming
Transgender	Non-binary
Boy	Girl

Sexual Orientation

Gay	Straight
-----	----------

Lesbian

Bisexual

Asexual

Pansexual

Sex

Male

Female

Intersex

CONTINUE

Be an Active Bystander



01:30

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: Several Scrabble tiles are displayed with the word "Support" spelled out.

If someone's actions are making you or another person uncomfortable, take action by being direct and saying or doing something at the moment to immediately stop the situation, distracting the

attention of the individual behaving inappropriately to diffuse the situation, or delegating action to someone else better suited to address the incident.

When taking action, take into consideration the circumstances, your own comfort level and safety, and your role at the university.

Click each flashcard to learn more about ways to be an active bystander.

Direct

If the direct approach works best for you, you can address what is going on by telling someone that their behavior is problematic. Sometimes it is best to take someone aside to do so.

Distract

You can distract the attention of one or more people involved in a situation or exchange by bringing up a different topic or even using a physical distraction such as showing something on your phone.

Delegate

Sometimes it is necessary to delegate action to someone who may be better equipped to address the situation. This may mean reporting a behavior to a supervisor or, in some cases, involving law enforcement.



Complete the content above before moving on.

CONTINUE

Reporting Sex or Gender-Based Misconduct



01:05

Click the play button to listen to the audio. The audio matches the words on the screen.

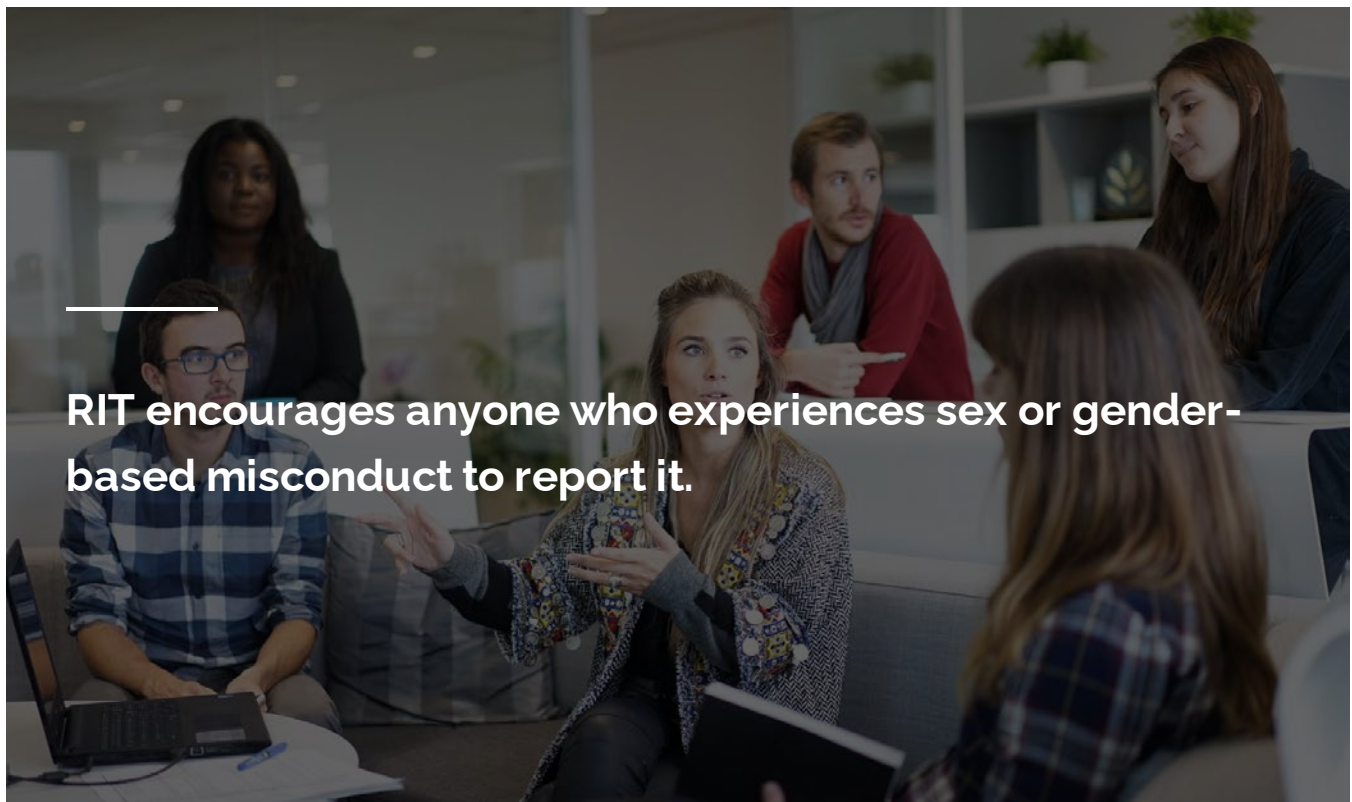


Image description: Three individuals are sitting while engaged in a conversation. The following text is displayed on the photo: RIT encourages anyone who experiences sex or gender-based misconduct to report it.

Supervisors, managers, and administrators are required to report it. Complaints may be made to many different offices.

RIT policy **requires employees to report complaints** to the Title IX Coordinator or Deputy Coordinators, to Public Safety, to any manager or supervisor, or to Human Resources. Complaints may also be reported through RIT's online Sexual Harassment, Discrimination, and Sexual Misconduct Reporting [form](#).

RIT encourages **students to report complaints** to the Title IX Coordinator or Deputy Coordinators, to Public Safety, or to any staff or faculty member. Complaints may also be reported through RIT's online Sexual Harassment, Discrimination and Sexual Misconduct Reporting [form](#).

CONTINUE

What to Report



01:56

Click the play button to listen to the audio. The audio matches the words on the screen.

When you report allegations of any form of sexual harassment to the Title IX Coordinator, be sure to include the following information :

- The names of anyone involved in the incident.
- The names of any witnesses to the incident.
- The relevant details, including the alleged conduct, date, time, and location.



Please include as much information as you have. Some individuals, such as Third-party reporters, often don't have all of the details of an incident. Once a report is received, the assessment process involves gathering more specific details after outreach to the complainant. An investigation, if applicable, gathers even more information. Reporting individuals are not required, nor encouraged, to ask for too many details when handling a disclosure.

The university will use this information to determine whether to launch an investigation.

Do not start your own investigation or talk with others in an attempt to gather additional information. In the interest of privacy for all involved, while not prohibited, RIT does not encourage sharing of details of the complaint with employees not directly involved with the complaint. Once you have made a report, you may be asked for additional details. If you are not the impacted individual (the complainant) after you have made the report and responded to any requests for follow-up, your involvement in the situation ends.

You can report an incident [here](#).



Image description: A portion of the "Reporting an Incident" webpage is shown.

i When completing an online report form, there are some required fields you must fill out to submit it. If you do not know the information for a required field, such as the date of the incident, please choose the current date or any date close to the alleged incident. This information will be updated during the assessment.



Sexual Harassment, Discrimination and Sexual Misconduct Reporting

If you have an **emergency** or you need **immediate assistance** either for yourself or for someone else, contact RIT Public Safety immediately at (585) 475-3333 (phone), or (585) 205-8333 (text).

This report form may be used to report a concern or incident of sex discrimination or harassment, or any gender-based misconduct involving any member of the RIT community including RIT students, faculty, staff, or visitors, regardless of where the incident may have taken place. This report will be sent directly to the Title IX Office. Generally, you can expect to hear from the Title IX Coordinator or a Deputy Title IX Coordinator within 24 hours of submitting this report. Upon receipt of any report, RIT will assess the report to determine the appropriate next steps.

All reports made using this form are kept as private as possible. However, you should be aware that certain information may be shared on a need-to-know basis in order to provide you with supportive measures or if the university determines that there is a serious and immediate threat to the safety of the university community. A list of supportive measures available may be found [here](#) and information about when RIT may proceed with the process against the complainant's wishes can be found [here](#).

To report a concern anonymously see the RIT Ethics and Compliance Hotline located [here](#).

Background Information

Enable additional features by logging in. [↗](#)

Your full name (your pronouns):

Your position/title:

Your phone number:

Your email address:

Your physical address:

Date of Incident (Required):

Time of Incident:

Specific location:

Image description: A portion of the Sexual Harassment, Discrimination, and Sexual Misconduct Reporting form is displayed with the "Date of Incident" field highlighted.

CONTINUE

Confidentiality



01:42

Click the play button to listen to the audio. The audio matches the words on the screen.

Most employees cannot promise confidentiality. That's why you must tell students and employees that you are required to report allegations of sexual harassment per RIT policy. Only employees that work in a Confidential Office can offer confidentiality.

Let's review some examples of how you might explain this to an employee or student.



"If a student or employee starts sharing the details of an incident with me, I interrupt as gently as I can to let that student know that I am required to report sexual harassment to the University. I let the student know that when I do, someone from the





"If an RIT community member discloses something to me, I let them know right away that I am not a confidential resource. I let them know that there are confidential resources available on campus, and offer to help connect them to those resources."



"I let individuals know that even though I can't promise confidentiality, I will do my best to maintain their privacy, and that I'll relay only the information to the Title IX Coordinator that I am required to share."

Image description: Three flashcards are displayed with photos of individuals engaging in conversation on each one.

If someone discloses at a vigil, a protest, or other public events, the university is not obligated to conduct an investigation. But, the university can use the information to strengthen education and prevention initiatives.



Complete the content above before moving on.

Confidential Resources



00:57

Click the play button to listen to the audio. The audio matches the words on the screen.

Policy C 27.0 Policy on Title IX Sexual Harassment for Faculty, Staff, and Students describes confidential reporting options and resources.

Sharing information with one of RIT's confidential resources will not result in an investigation or disciplinary action. An investigation or disciplinary action may occur only if the incident is reported to a Responsible Administrator or if the incident is reported through RIT's Anonymous Reporting Option.

Confidential Resources for students include:

- Student Health Center
- Counseling and Psychological Services (CaPS)
- The NTID Counseling and Academic Advising Services

Confidential Resources for students and employees include:

- The Ombuds Office
- Spirituality and Religious Life
- Ethics and Compliance Hotline (anonymous reporting option)

CONTINUE

Let Students Know



00:42

Click the play button to listen to the audio. The audio matches the words on the screen.

If a student chooses to report an alleged incident to you, you must let the student know about their rights to make a report, to be protected from retaliation, and to receive help from the university.



"You have the right to make a report to Public Safety, local law enforcement, and/or the New York State Police. You also have the right not to report. You have the right to report the incident to RIT's Title IX Office, to be protected from retaliation as a result of reporting, and to receive assistance and resources from RIT."

- RIT Employee

Image description: A person sits at a table facing the camera.

CONTINUE

Best Practices: What Employees Should Do for Students



00:53

Click the play button to listen to the audio. The audio matches the words on the screen.

Now that we've addressed confidentiality, let's identify some **best practices for interactions with reporting students**.

1

Be Compassionate

Recognize that you may be the first person the student talks with about the alleged incident. Honor the student's trust in you.

2

Listen Attentively to What the Student Says

Avoid asking leading or pointed questions. Allow the student to elaborate. Focus on the facts, without making judgments about their credibility.

3

Help the Student Access Campus Resources

Offer to connect the student with the Student Health Center, with Counseling and Psychological Services, and with Public Safety or local law enforcement. Reassure the student that they can choose how involved they want to be in any part of the process.

CONTINUE

Getting Familiar With the Process



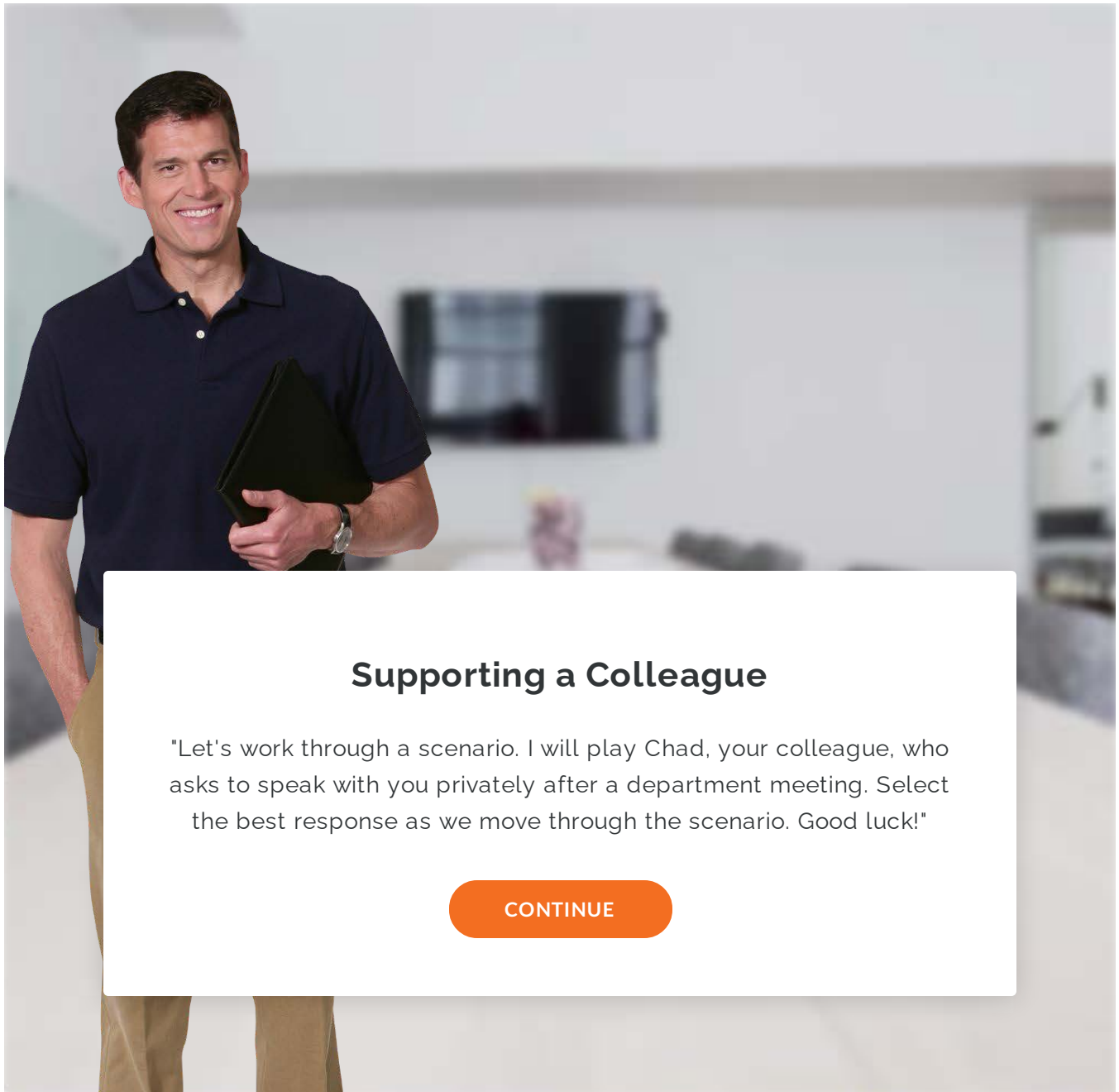
10:00

Click the play button to listen to the audio. The audio matches the words on the screen.

Interactive Exercise Instructions:

In the following exercise, you will work through a scenario in which you will select the best response to questions from a fictional character. If you do not select the best answer initially, you'll be prompted to try again.

Image description: An individual, playing a role play character, stands against a conference room photo backdrop.



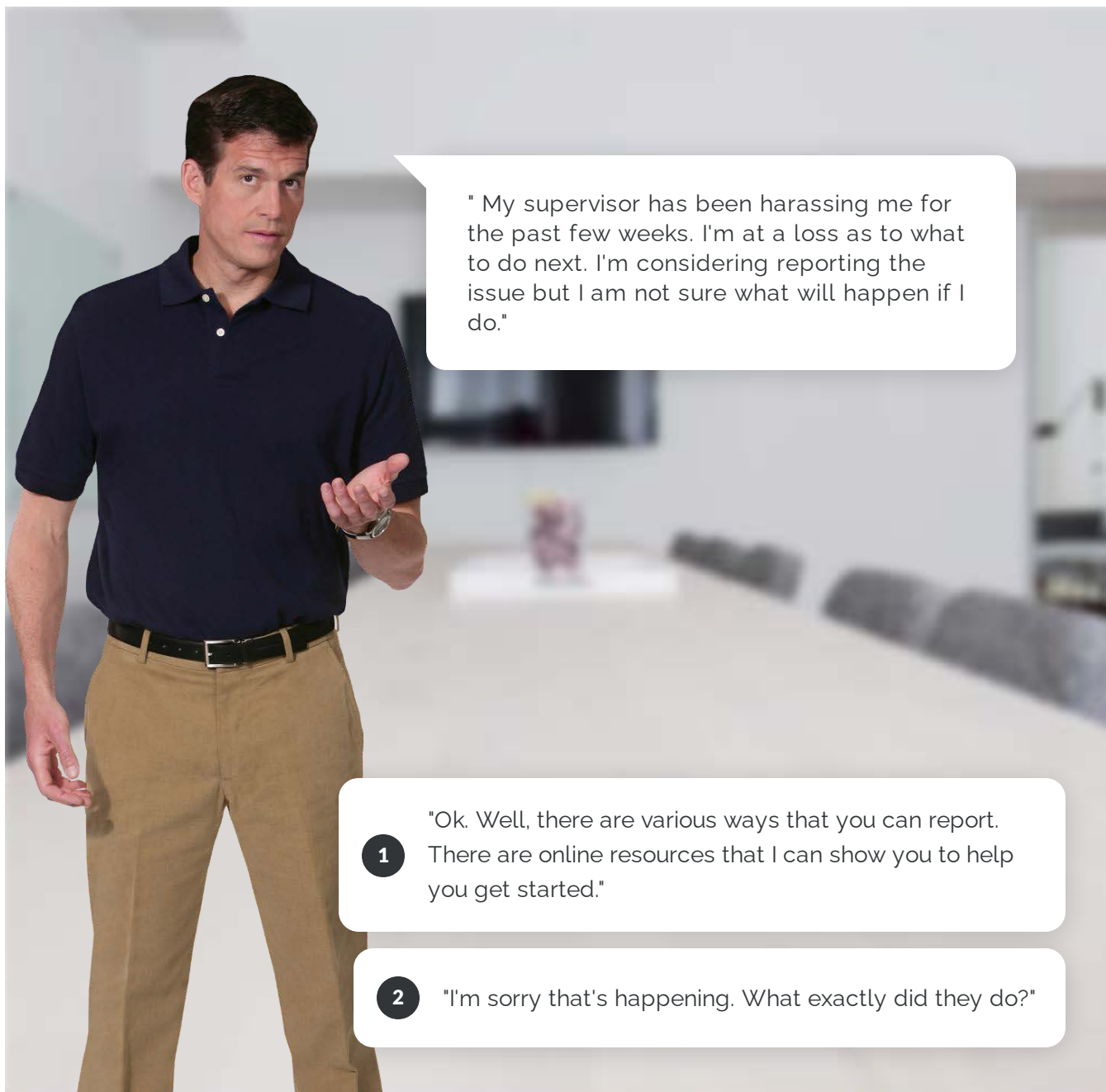
Supporting a Colleague

"Let's work through a scenario. I will play Chad, your colleague, who asks to speak with you privately after a department meeting. Select the best response as we move through the scenario. Good luck!"

CONTINUE

Scene 1 Slide 1

Continue → Next Slide



" My supervisor has been harassing me for the past few weeks. I'm at a loss as to what to do next. I'm considering reporting the issue but I am not sure what will happen if I do."

1

"Ok. Well, there are various ways that you can report. There are online resources that I can show you to help you get started."

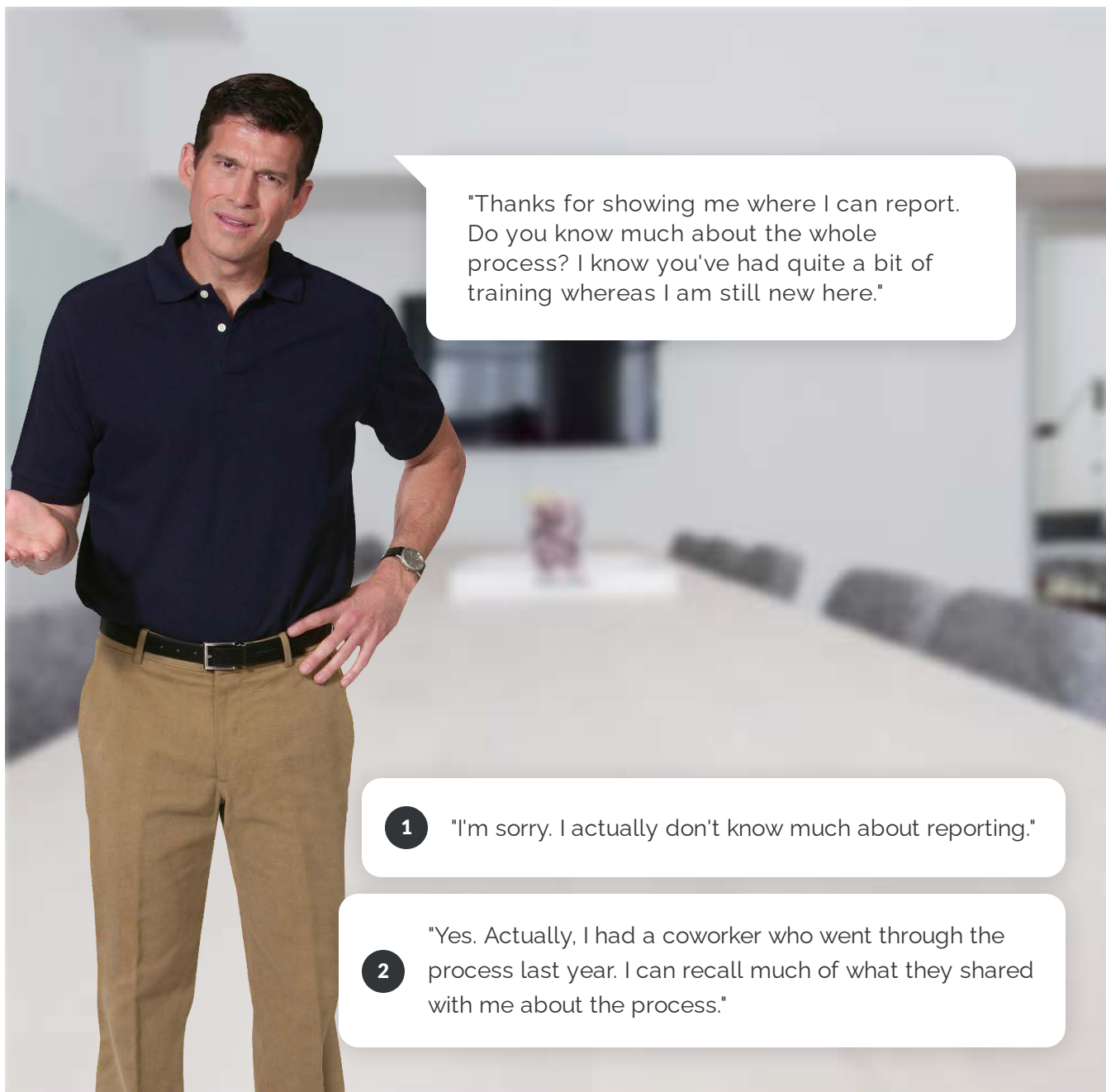
2

"I'm sorry that's happening. What exactly did they do?"

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



"Thanks for showing me where I can report. Do you know much about the whole process? I know you've had quite a bit of training whereas I am still new here."

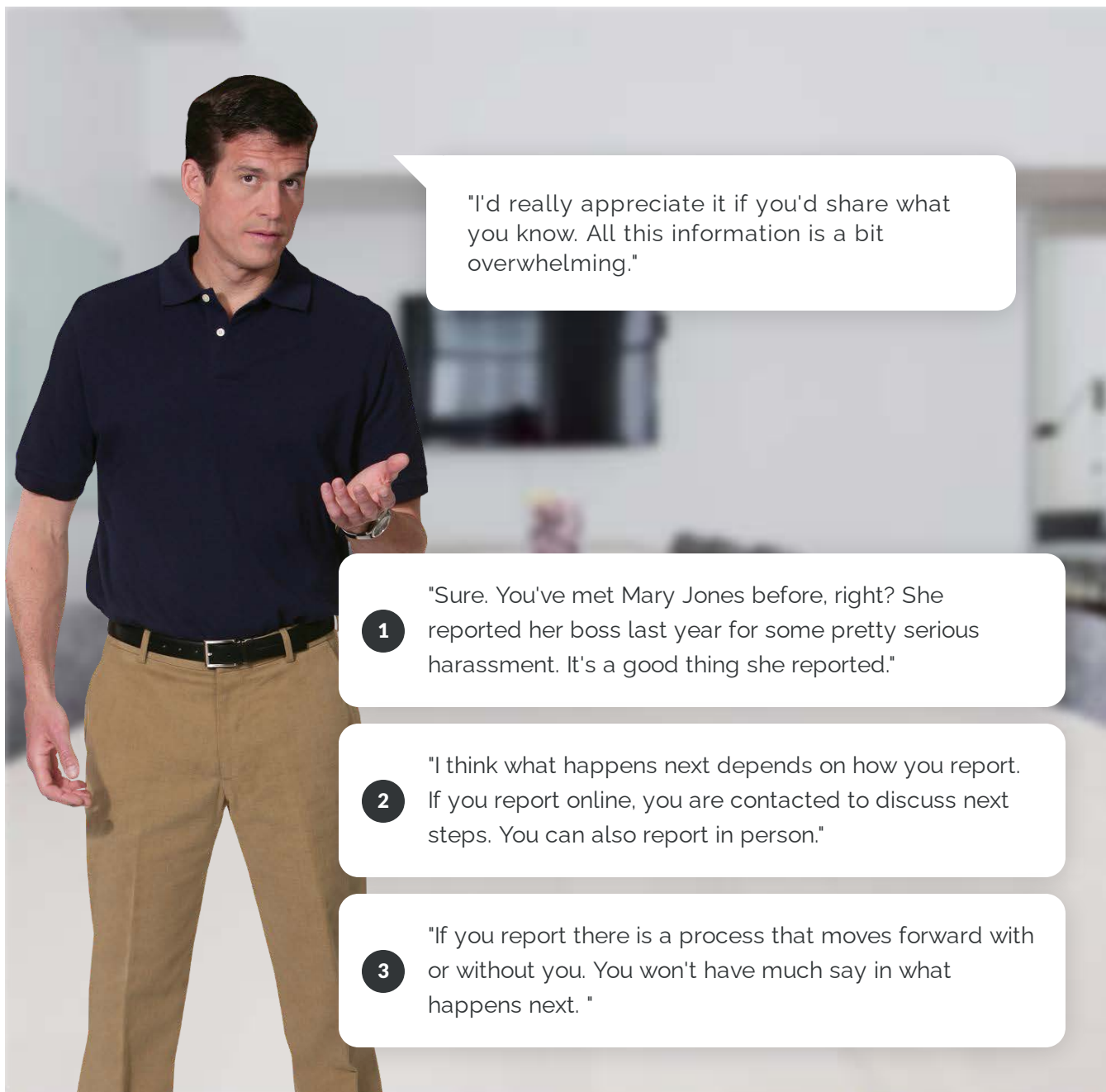
1 "I'm sorry. I actually don't know much about reporting."

2 "Yes. Actually, I had a coworker who went through the process last year. I can recall much of what they shared with me about the process."

Scene 1 Slide 3

0 → Next Slide

1 → Next Slide



"I'd really appreciate it if you'd share what you know. All this information is a bit overwhelming."

1

"Sure. You've met Mary Jones before, right? She reported her boss last year for some pretty serious harassment. It's a good thing she reported."

2

"I think what happens next depends on how you report. If you report online, you are contacted to discuss next steps. You can also report in person."

3

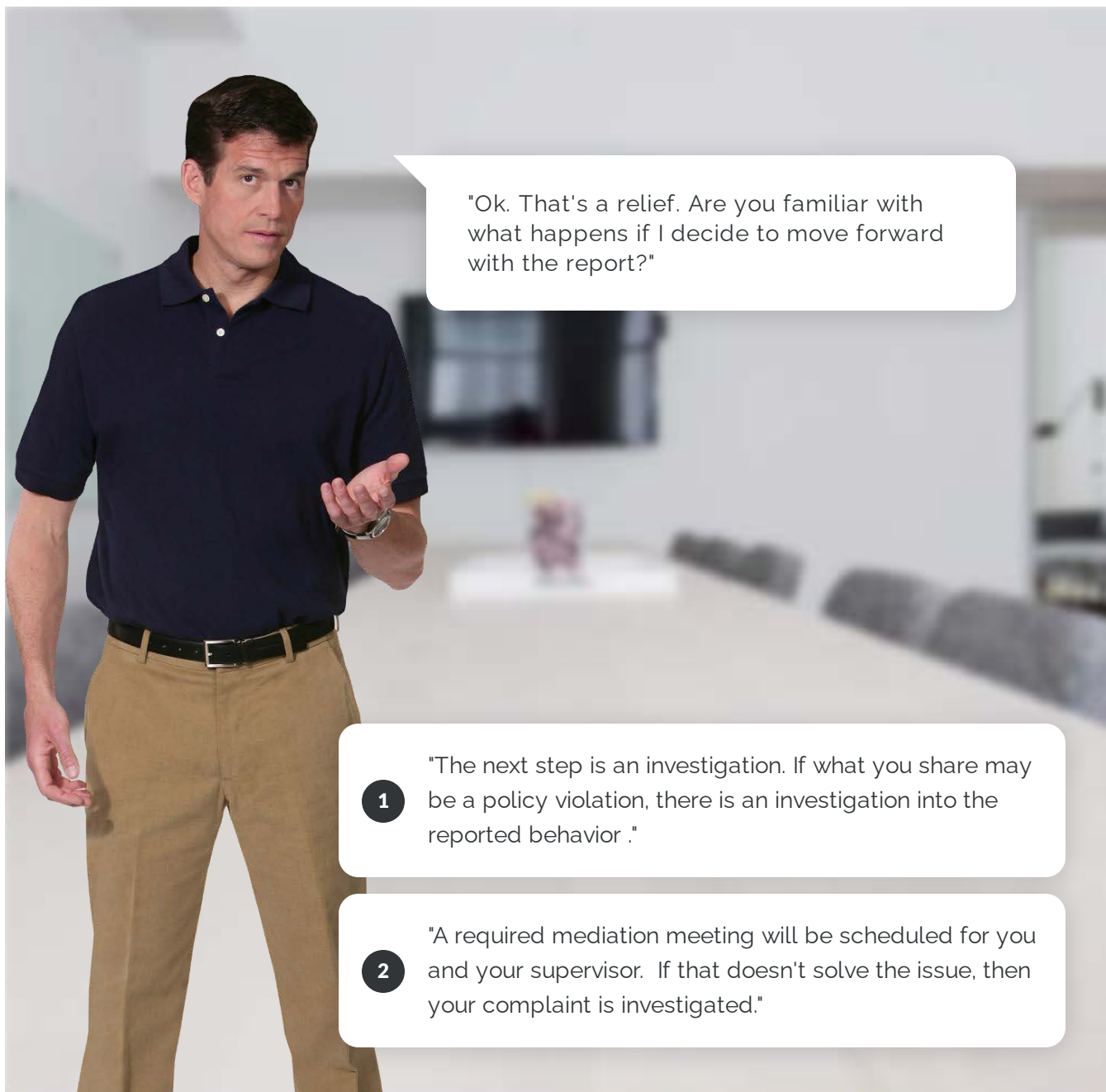
"If you report there is a process that moves forward with or without you. You won't have much say in what happens next. "

Scene 1 Slide 4

0 → Next Slide

1 → Next Slide

2 → Next Slide



"Ok. That's a relief. Are you familiar with what happens if I decide to move forward with the report?"

1

"The next step is an investigation. If what you share may be a policy violation, there is an investigation into the reported behavior ."

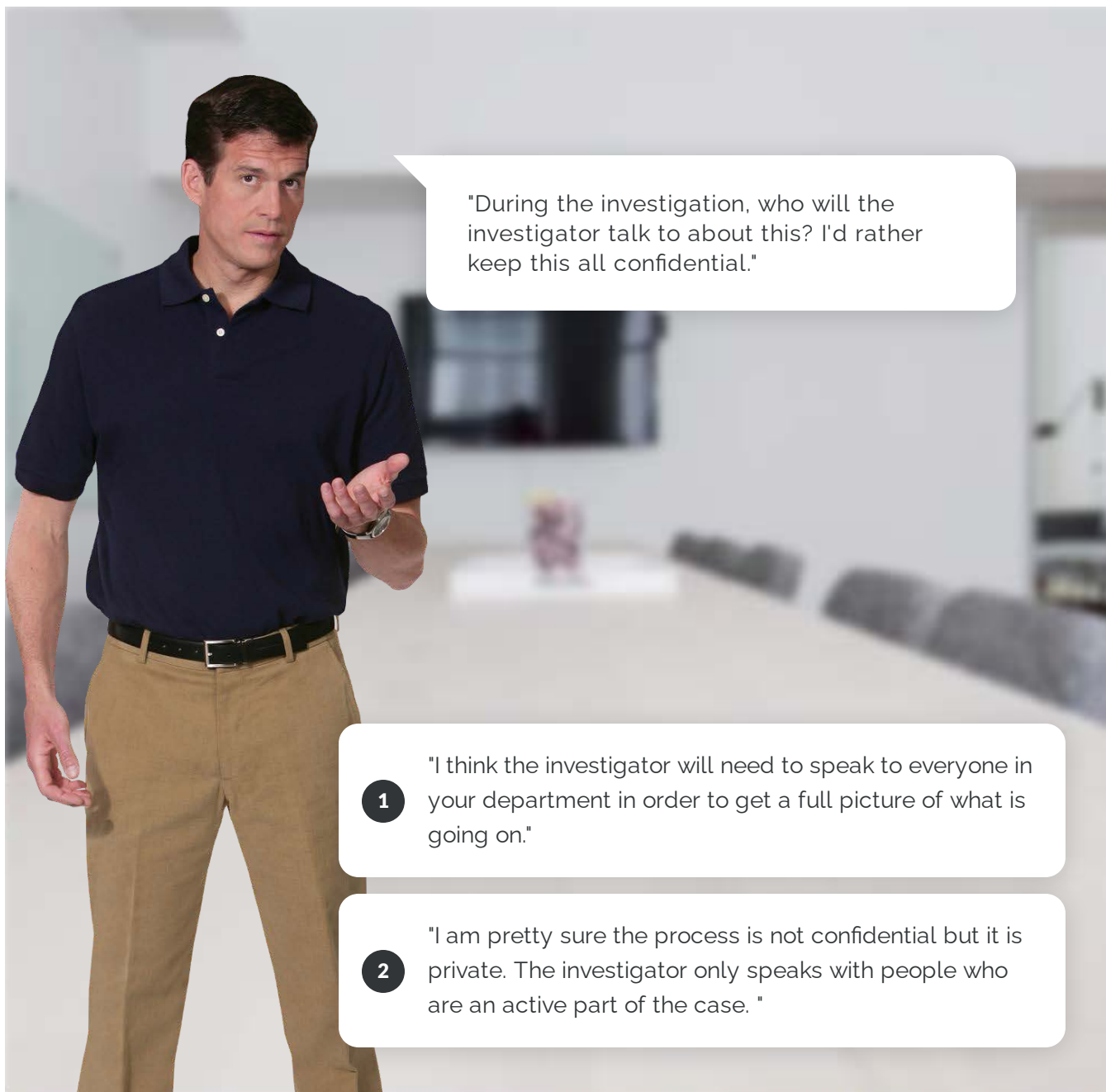
2

"A required mediation meeting will be scheduled for you and your supervisor. If that doesn't solve the issue, then your complaint is investigated."

Scene 1 Slide 5

0 → Next Slide

1 → Next Slide



"During the investigation, who will the investigator talk to about this? I'd rather keep this all confidential."

1

"I think the investigator will need to speak to everyone in your department in order to get a full picture of what is going on."

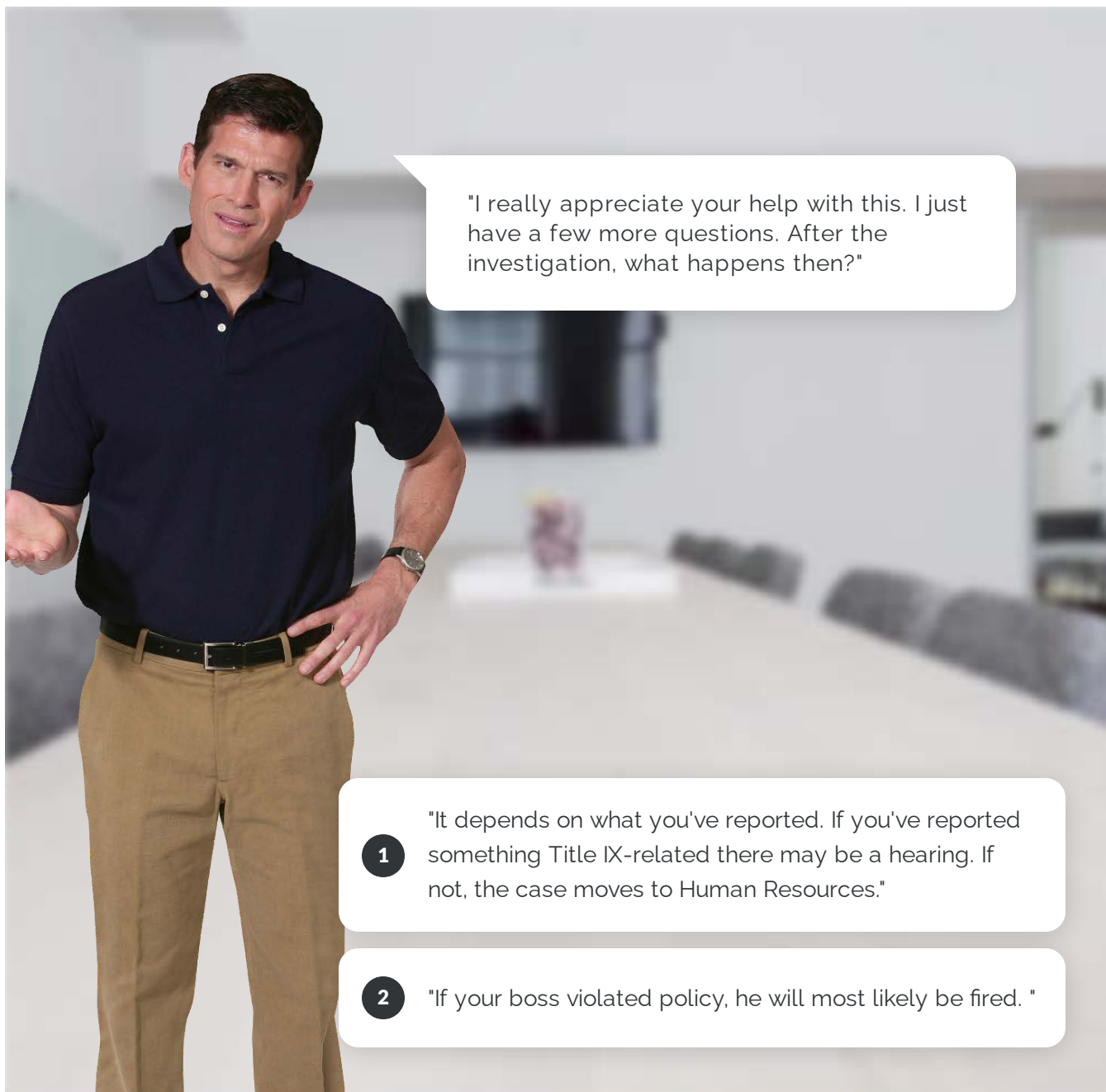
2

"I am pretty sure the process is not confidential but it is private. The investigator only speaks with people who are an active part of the case. "

Scene 1 Slide 6

0 → Next Slide

1 → Next Slide



"I really appreciate your help with this. I just have a few more questions. After the investigation, what happens then?"

1

"It depends on what you've reported. If you've reported something Title IX-related there may be a hearing. If not, the case moves to Human Resources."

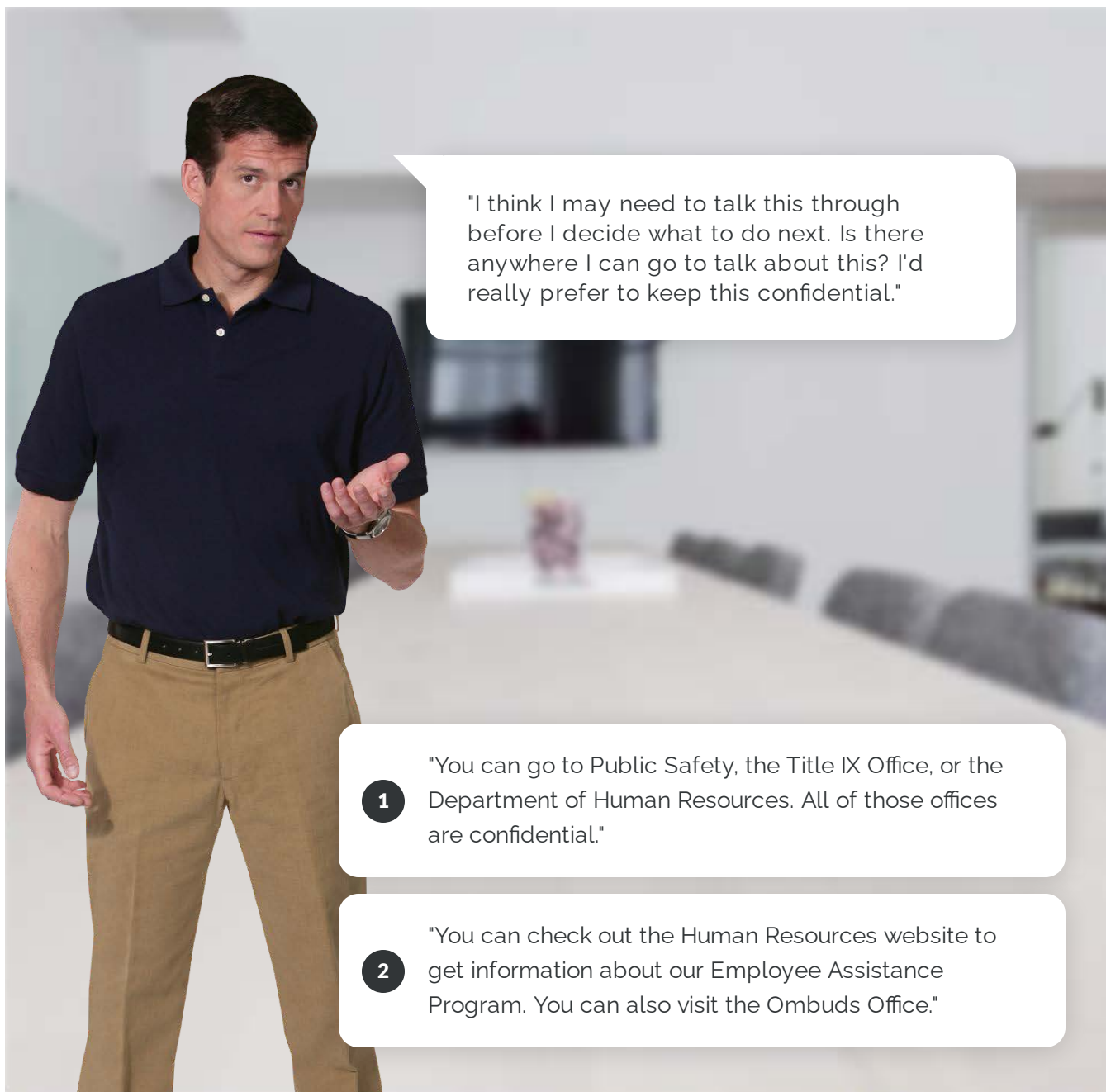
2

"If your boss violated policy, he will most likely be fired. "

Scene 1 Slide 7

0 → Next Slide

1 → Next Slide



"I think I may need to talk this through before I decide what to do next. Is there anywhere I can go to talk about this? I'd really prefer to keep this confidential."

1

"You can go to Public Safety, the Title IX Office, or the Department of Human Resources. All of those offices are confidential."

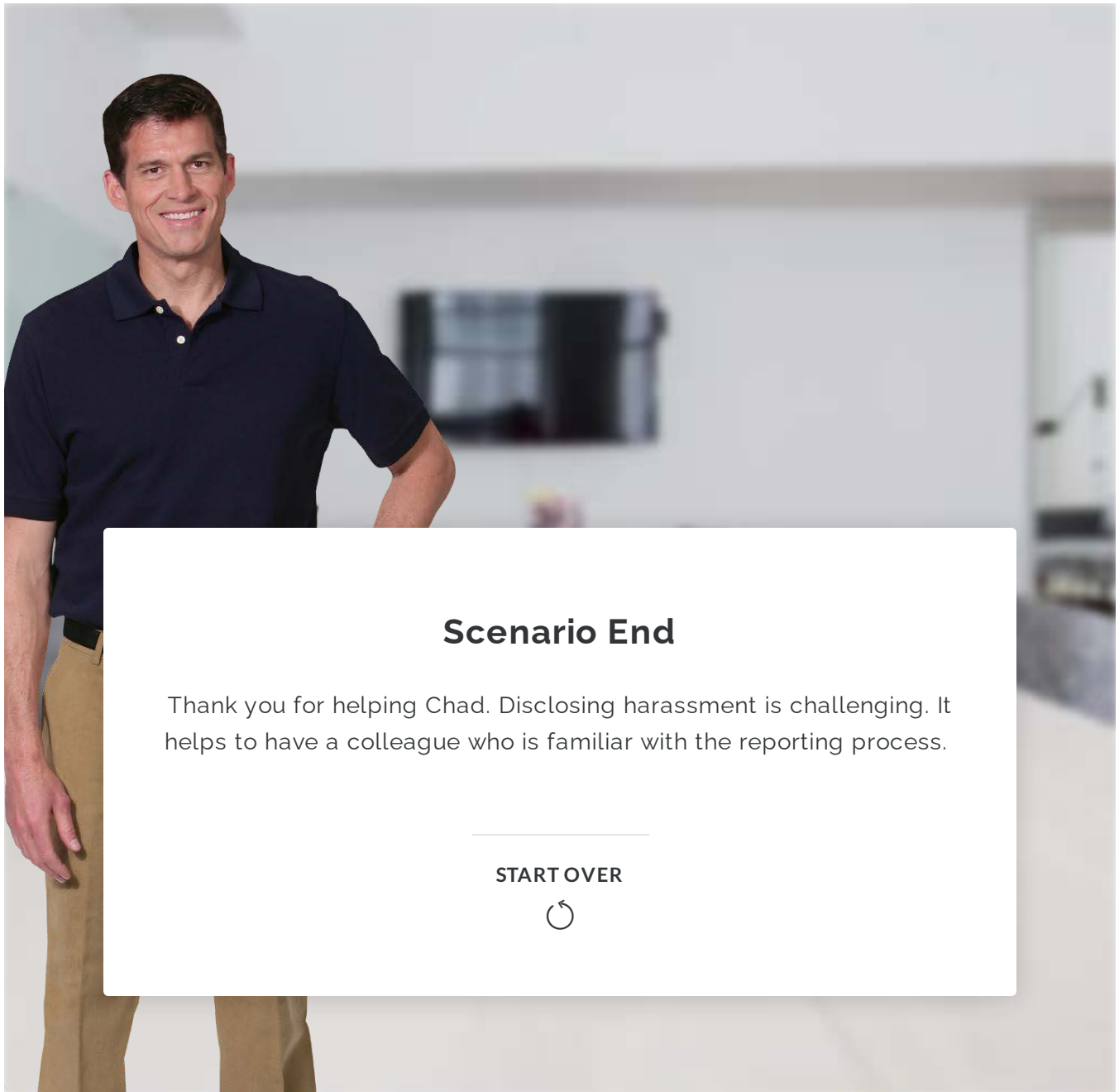
2

"You can check out the Human Resources website to get information about our Employee Assistance Program. You can also visit the Ombuds Office."

Scene 1 Slide 8

0 → End of Scenario

1 → Next Slide



Scenario End

Thank you for helping Chad. Disclosing harassment is challenging. It helps to have a colleague who is familiar with the reporting process.

START OVER



Scene 1 Slide 9

Continue → End of Scenario



02:19

Click the play button to listen to the audio. The audio matches the words on the screen.

Case Management Process

When a report of discrimination and/or harassment is received by the university, and the impacted individual(s) would like to move forward, the following steps may be taken to resolve the complaint.

Image description: A flashcard grid with two rows of three flashcards each is displayed.

Report

A report may be made by the complainant (impacted individual) or by a third-party.

Evaluation

An assessment is made to determine the appropriate next steps. In cases involving a third party report, outreach to the

complainant happens here.

Investigation

If a complaint moves forward, an investigation begins which involves conducting interviews, collecting statements, and compiling evidence.

Hearings and Outcomes

Hearings may be scheduled for some cases involving Title IX policy violations (C27.0). For other cases, evidence collected in the investigation is given to the decision makers for a case (Department of Human Resources or Student Conduct).

Appeals

In C27.0 cases, parties may appeal the decision using the appropriate appeal process for the case. There is no option to appeal in a C06.0 case.

Conclusion

The outcome of the case may or may not involve a finding of responsibility. If found responsible, a respondent (individual the complaint was made against) may face a range of disciplinary actions.

To learn more about the ways cases are managed here at RIT, please visit the Title IX Policies and Resources page [here](#).

CONTINUE

Caring Community



00:32

Click the play button to listen to the audio. The audio matches the words on the screen.



Image description: Two painted handprints with a finger painted heart in between are shown on a white background.

We ask our RIT community members to care for others and report any sexual discrimination, sexual harassment, or sexual misconduct they are made aware of. RIT policy requires employees, sometimes referred to as Responsible Employees, to make these reports to the Title IX Coordinator or their designee. This allows the university to investigate and address such incidents.

CONTINUE

Resources



03:33

Click the play button to listen to the audio. The audio matches the words on the screen.

Take a moment to review each of the resources listed below.

Campus Resources

Office of Legal Affairs:

585-475-2426

www.rit.edu/fa/legalaffairs/aboutus/directory

RIT Human Resources:

585-475-2424

www.rit.edu/fa/humanresources

Office of Compliance and Ethics:

www.rit.edu/fa/compliance

RIT Advocacy Program:

585-475-7668

www.rit.edu/studentlife/student-conduct/conduct-advocate-program

RIT Title IX:

585-475-7158

www.rit.edu/fa/compliance/title-ix

International Student Services:

RIT Public Safety:

585-475-3333 (Emergency)

585-205-8333 (Text)

www.rit.edu/fa/publicsafety

The Center for Student Conduct & Conflict

Resolution: 585-475-5662

www.rit.edu/studentlife/student-conduct

Spirituality and Religious Life:

585-475-5932

campusgroups.rit.edu/srl/home/

Counseling and Psychological Services:

585-475-2261

www.rit.edu/counseling/

NTID Counseling and Academic Advising

Services: www.rit.edu/ntid/caas

585-475-6943

www.rit.edu/iss

Student Government Services/Legal**Advice:**

585-475-4043

www.rit.edu/studentgovernment/legal-aid

Student Financial Services:

585-475-6186

www.rit.edu/fa/sfs/

The Ombuds Office: 585-475-7200

www.rit.edu/ombuds

Student Health Center: 585-475-2255

www.rit.edu/studenthealth/

Q Center: 585-475-6355

campusgroups.rit.edu/qcenter/home/

Safe Zone Training: 585-475-6355

campusgroups.rit.edu/qcenter/safezone/

Click the play button to listen to the audio. The audio matches the words on the screen.

Non-Campus Resources *(Most services are provided at no cost.)*

Willow Center

24-hour Hotline: (585) 222-SAFE

24-hour Text Line: (585) 348-SAFE

www.willowcenterny.org

Lifeline

211 or Text to 898211

www.211lifeline.org

Monroe County Sheriff's Office

585-753-4178

www.monroecounty.gov/sheriff

Deaf IGNITE at Willow Center (formerly Advocacy Services for Abused Deaf Victims)

24-hour Hotline: (585) 222-SAFE

24-hour Text Line: (585) 348-SAFE

www.willowcenterny.org/our-services/deaf-ignite/

New York State Division of Human Rights 888-392-3644

NYS Police Campus Sexual Assault Hotline

24-hour Hotline: 844-845-7269

www.troopers.ny.gov/campus-sexual-assault-victims-unit

National Domestic Violence Hotline

24-hour Hotline: 800-799-7233

www.thehotline.org

National Dating Abuse Helpline

24-hour Hotline: 866-331-9474

www.loveisrespect.org

New York State Office of Victim Services

800-247-8035

www.ovs.ny.gov

New York Office of Civil Rights (OCR) Office for Civil Rights

U.S. Department of Education

Telephone: 646-428-3900

FAX: 646-428-3843; TDD: 800-877-8339

www2.ed.gov/about/offices/list/ocr/index.html

TDD/TTY at 718-741-8300

www.dhr.ny.gov

**The United States Equal Employment
Opportunity Commission**

800-669-4000

ASL Video Phone: 844-234-

5122

www.eeoc.gov

Information on Sexually Transmitted Infections and Sexual Assault Forensic Examinations

RESTORE Sexual Assault Services

Monroe County

24-

hour Hotline: 585-546-2777

www.restoreas.org

National Sexual Assault Hotline

24-hour Hotline: 800-656-4673

[www.rainn.org/get-help/national-
sexual-assault-hotline](http://www.rainn.org/get-help/national-sexual-assault-hotline)



03:13

Click the play button to listen to the audio. The audio matches the words on the screen.

Federal Anti-Discrimination Laws

Title VII of the Civil Rights Act of 1964

Prohibits employment discrimination based on race, color, religion, sex, or national origin.

Equal Pay Act of 1963 (EPA)

Protects men and women who perform substantially equal work in the same company from sex-based wage discrimination.

Age Discrimination in Employment Act of 1967 (ADEA)

Protects individuals who are 40 years of age or older from employment discrimination.

Americans with Disabilities Act of 1990 (ADA)

Prohibits discrimination against qualified individuals with disabilities in both private and public sectors, and requires that reasonable accommodations be made.

Sections 501 and 504 of the Rehabilitation Act of 1973

Prohibits discrimination against qualified individuals with disabilities who participate in any program or activity receiving federal financial assistance.

Genetic Information Nondiscrimination Act of 2008 (GINA)

Prohibits employment discrimination based on genetic information related to an applicant, employee, or former employee.

Title IX of the Education Amendments of 1972

Prohibits discrimination on the basis of sex in any education program or activity that receives federal financial assistance.

State Anti-Discrimination Laws

New York State Human Rights Law

Prohibits discrimination on the basis of age, race, creed, color, national origin, sexual orientation, military status, sex, marital status, or disability in employment for all employees in New York State.

Sexual Orientation Non-Discrimination Act (SONDA)

New York law that prohibits discrimination on the basis of actual or perceived sexual orientation, including individuals who identify as heterosexual, homosexual, bisexual, asexual, or transgender, in employment; admission to and use of places of public accommodation, resort, or amusement; admission to and use of educational institutions; publicly assisted housing; private housing accommodations and commercial space; and relation to credit.

Gender Expression Non-Discrimination Act (GENDA)

New York law that prohibits discrimination on the basis of actual or perceived gender identity and expression, including individuals who identify as transgender, gender non-conforming, and non-binary in employment; access to healthcare; admission to and use of places of public accommodation, resort or amusement; admission to and use of educational institutions; publicly assisted housing; private housing accommodations and commercial space; and relation to credit.

New York State Education Law/"Enough is Enough" Legislation

Applies to students and requires colleges and universities statewide to adopt comprehensive procedures and guidelines to combat sexual assault, including a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement to ensure the safety of all college students in New York.

CONTINUE

Important Definitions



Click the play button to listen to the audio. The audio matches the words on the screen. **(A-P)**



Click the play button to listen to the audio. The audio matches the words on the screen. **(R- U)**

Affirmative Consent

The ability to engage in activity knowingly and voluntarily. Consent to sexual activity must be affirmative, and, whenever the word "consent" is used in university policy, it should be understood to mean affirmative consent as defined here. Affirmative consent to sexual activity must be a knowing, voluntary, and mutual decision among all participants to engage in sexual activity.

- Consent can be given by words (verbal or signed) or actions, as long as those words or actions create clear permission regarding willingness to engage in sexual activity.
- Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent must be mutual and exist from the beginning to end of each instance of sexual activity, and for each form of sexual contact. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- There is no duty to fight off a sexual aggressor. Consent may be initially given but can be withdrawn at any time. When consent is withdrawn or can no longer be given, all sexual activity must stop.
- Consent to engage in sexual activity is required regardless of whether the person initiating the sexual act is under the influence of drugs and/or alcohol.
- A person shall not knowingly take advantage of another person who has an intellectual or physical disability; who is incapacitated by prescribed medication, alcohol, or other chemical drugs; or who is not conscious or awake, and thus is not able to give consent as defined above.
- Further, consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- Consent is active, not passive.
- In addition, certain states have designated a minimum age under which a person cannot give consent. In the state of New York, the age of consent is 17.

Confidential

Information shared with a Confidential Resource or external community professionals that cannot be revealed to any other individual without the express permission of the disclosing individual.

Confidential Resources

RIT employees or offices designated as a resource with whom students or employees may speak Confidentially concerning sexual harassment, sexual assault or other forms of unwanted sexual contact, dating violence, or stalking, or who receives information regarding such an incident under circumstances that render the employee's communications confidential or privileged under law.

Dating Violence

Violence by an individual who is or has been in a romantic or intimate relationship with another individual, and which violence unreasonably interferes with the work or educational environment. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Domestic Violence

Violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Education Program or Activity

Any program or activity that occurs:

- on-campus; or
- At any off-campus location in the United States over which RIT has substantial control, including buildings or property owned or controlled by any recognized student organization; or
- Within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of RIT's programs and activities over which RIT has substantial control.

Employee(s)

All regular and adjunct faculty and staff, and administrators as defined in RIT's policy on [Employee Work Classification \(E1.0\)](#).

Gender Harassment

Sex or gender-based harassment that is not of a sexual nature.

Harassment

Unwelcome conduct that is based on race, color, religion, sex (including pregnancy), ethnic or national origin, age, actual or perceived disability, citizenship, creed, culture (including Deaf culture), gender, gender identity, gender expression, marital status, political affiliation or preference, military or veteran status, sexual orientation, or genetic information. Harassment violates policy when enduring the offensive conduct becomes a condition of continued employment, or when it creates a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Privacy

Information related to an incident or report will be shared only with a limited circle of individuals who "need to know" in order to assist in the active review, investigation, or resolution of the report. While not bound by confidentiality, individuals with whom a report is shared will be discreet and respect the privacy of all individuals involved in the process.

Responsible Administrators

RIT's Title IX Coordinator, Deputy Coordinators, and the Title IX Investigator(s). Responsible Administrators are not Confidential Resources.

Responsible Employee

Any individual who is employed by RIT and has a duty to report information they receive, directly or indirectly, regarding harassment, sexual harassment, sexual assault, dating violence, or stalking by or against a university student or employee, unless they have been designated a Confidential Resource.

RIT Student

Undergraduate, graduate, non-degree seeking, students in not-for-credit programs and all persons taking courses or training at RIT as well as RIT Students on co-op and students not officially enrolled during a particular term but who have a continuing relationship with the university.

Sex Discrimination

Adverse treatment of an individual based on that individual's gender, sexual orientation, gender identity, or gender expression. Sex discrimination includes sexual harassment, sexual assault, and sexual violence by employees, students, or third parties.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the Federal Bureau of Investigation's Uniform Crime Reporting program. This term includes the following:

- Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.
- Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of their age or because of their temporary or permanent mental incapacity.
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Sexual intercourse with a person who is under the statutory age of Consent (which in the State of New York is at least seventeen (17) years old).

Sexual Harassment in the Educational Setting

Unwelcome conduct of a sexual nature that unreasonably interferes with the educational environment. Sexually harassing conduct is offensive, unwanted, or intimidating behavior of a sexual nature, and may be physical, verbal, written, visual, or may occur by electronic means. When harassment unreasonably interferes with an individual's ability to learn or participate in RIT's programs, or when the receipt of some benefit is linked to another's submission to sexual behavior, it is in violation of university policy.

Sexual Harassment in the Employment Setting

A form of harassment based on unwelcome conduct of a sexual nature that is made a condition of employment, or unreasonably interferes with the work environment. Sexually harassing conduct is offensive, unwanted, or intimidating behavior of a sexual nature, and may be physical, verbal, written, visual, or may occur by electronic means. When harassment unreasonably interferes with an individual's ability to work, or when the receipt of some benefit is linked to another's submission to sexual behavior, it is in violation of university policy.

Stalking

Engaging in a course of conduct directed at a specific person and on the basis of sex that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress. "Course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Title IX Coordinator

The person who has been designated at RIT to coordinate efforts to comply with and implement the Title IX policy (C 27). The Title IX Coordinator is available to discuss options, provide support, explain university policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators. Neither the Title IX Coordinator nor the Deputy Title IX Coordinators are Confidential Resources. Information provided to the Title IX Coordinator and the Deputy Title IX Coordinators will be shared only as necessary to investigate or otherwise resolve a report of Title IX Sexual Harassment.

Title IX Sexual Harassment

Title IX Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of RIT conditioning the provision of an aid, benefit, or service of RIT on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RIT's education program or activity; or
- Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

AND

- This Policy will apply when **all** of the following elements are met, in the reasonable determination of the Title IX Coordinator:
 - The conduct is alleged to have occurred on or after August 14, 2020;
 - The conduct is alleged to have occurred in the United States;
 - The conduct is alleged to have occurred in RIT's Education Program or Activity; and
 - The alleged conduct, if true, would constitute Sexual Harassment as defined in this Policy.

Unwelcome Conduct

Conduct that is not initiated by the recipient or that is regarded as offensive to the recipient, without regard to the intent of the individual engaging in the conduct.

CONTINUE

Summary



01:41

Click the play button to listen to the audio. The audio matches the words on the screen.

Each of these scenarios and activities helps to illustrate how nuanced these topics can be. For example, although the federal definition of harassment is clear, complaints are decided on a case-by-case basis, given the subjective nature of a recipient's reaction to specific conduct. **Remember, it's the recipient's reaction that determines whether the conduct was reasonably offensive and unwelcome.**



Image description: A small ripped piece of paper that reads "courage" sits atop of a wooden surface.

Clear communication may keep a situation from escalating. A person who engages in conduct that others find offensive may not be aware of how their actions are perceived, or, they may be insensitive to others' reactions.

That's why it's important to make our reactions known to the person engaging in the conduct making you uncomfortable. It may stop the unwelcome conduct altogether. If it doesn't, or if you are not comfortable talking directly to the individual, it's time to file a report.


You have now completed the course content. Please continue on to the quiz.

IMPORTANT INFORMATION:

To receive completion credit, you must first successfully **complete the quiz**, with a score of 80% or better, and then **close the course window** (the blue X in the upper right corner of the slide).

The course times out at sixty (60) consecutive minutes of inactivity and your progress will not be saved if the course logs you out. Lost progress cannot be retrieved.

Thank you for your attention to this important matter.

 **For questions or feedback on this training, please contact a Title IX and Clery Compliance Officer at titleix@rit.edu or your Human Resources Manager.**

CONTINUE

Quiz Intro



01:07

Click the play button to listen to the audio. The audio matches the words on the screen.

Now it's time to put what we've learned to use. Some of the questions ask you to reflect on a scenario. In each one, you'll be asked to answer a question based on a set of circumstances. Carefully consider each set of facts before you make a determination.

To receive credit, you must first successfully complete the quiz by receiving an 80% or higher score, then close the course window (the blue "X" in the upper right corner of the slide). Failure to close the course window properly may result in a loss of course progress.

Please note: If you are logged out of the course due to sixty (60) consecutive minutes of inactivity, you will lose course progress. In addition, if you leave the course while taking the quiz you will lose course progress, including completed quiz questions.

Please consider taking the quiz when you have ample time to complete it.

If you need a disability-related accommodation to complete the training, please contact Lori Sykes, Compliance & Ethics Manager at ljspn@rit.edu or (585) 475-7393.



CONTINUE

Quiz Audio

If you need a disability-related accommodation to complete the training, please contact Lori Sykes, Compliance & Ethics Manager at ljspn@rit.edu or (585) 475-7393.



Quiz Audio: This audio contains all of the quiz questions and response options in order from one to ten.

CONTINUE

Quiz

Completion of this quiz with a score of 80% or better is required to meet your annual Title IX training requirement. Feel free to go back to any of the lessons to get information that may assist you.

Question

01/10

Sam is a staff member on campus. On several occasions Sam has been approached by a coworker who has expressed interest in Sam. Sam has expressed discomfort over these advances to the coworker. After declining several requests for a date, Sam submits an online report to the Title IX Office.

True or False? Under New York State law, the coworker's behavior may rise to the level of harassment. (Choose one response.)

☐

True



False

Question

02/10

Steven is an adjunct faculty member on campus who teaches several courses each semester. Recently Steven has been singled out during department meetings and asked who he plans to vote for in the upcoming election. Unlike other outspoken faculty members, Steven has refrained from sharing any of his political views or affiliations. After several months of pressure, Steven reports his discomfort about the ongoing pressure to engage in discussions about politics to his Human Resources Manager. A few weeks later, Steven is informed by his department chair that he will only be teaching one course next semester. Steven believes that he is being retaliated against for reporting his concerns to Human Resources.

True or False? RIT's retaliation policy only covers reports involving sexual harassment. (Choose one response.)



☐ True

☐ False

Question

03/10

Leslie is the director of a large department on campus. Leslie often invites several staff members to their home for pool parties during the summer, including Chris. Chris recently attended one of these parties. When Chris arrived there in their swimsuit, Leslie commented: "Wow, Chris! I had no idea all of that was under those suits you wear to the office! Who knew you were that hot under there!?" Chris left the party shortly after due to their discomfort over Leslie's comments.

True or False? Leslie's behavior would be considered inappropriate only if it happened at work and during normal business hours. (Choose one response.)



☐

True



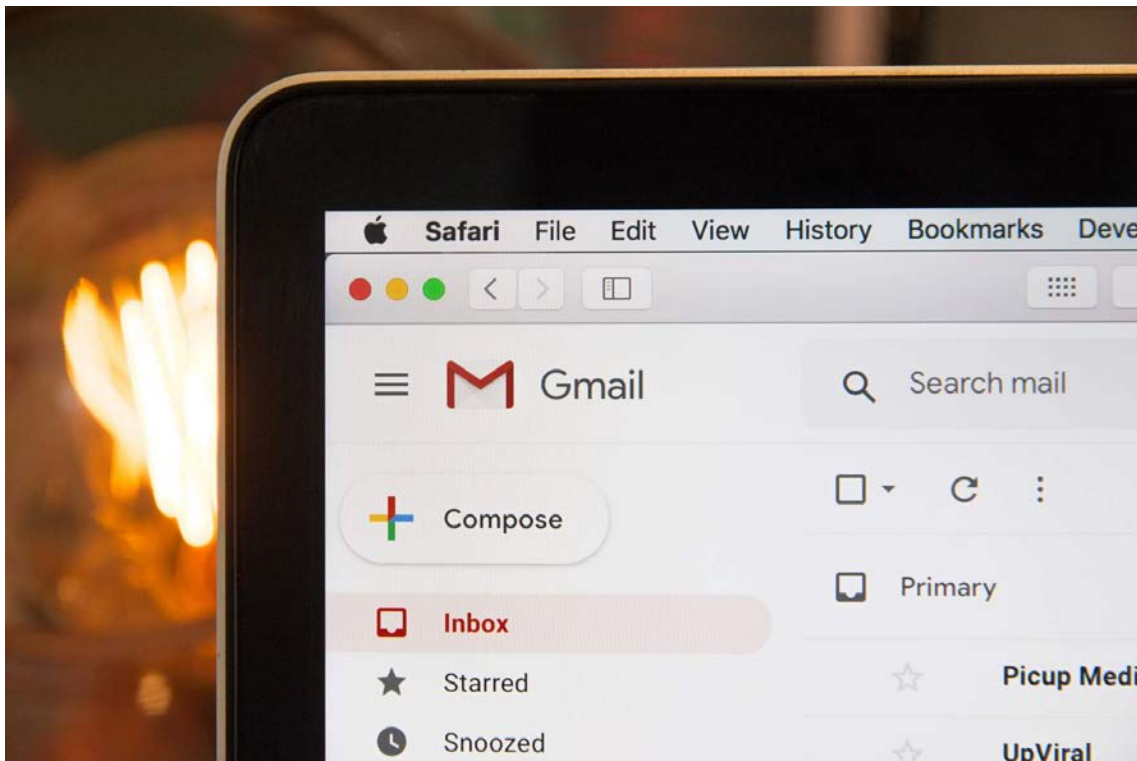
False

Question

04/10

An RIT student emails their professor and asks for an extension on a paper. Before granting the extension, the professor asks why the student needs more time to complete the assignment. The student shares that they had an argument with their partner who is a student at the University of Rochester. The argument turned into a physical fight and the police responded to the incident, which happened at the student's off-campus apartment. The student received an order of protection as a result.

Is the professor required to report this incident? (Choose one response)

☐

a. No. The professor does not need to report this incident because their student had an altercation with a student from another university.

- ☐ b. Yes. The professor needs to report any incidents they are made aware of.
- ☐ c. No. The professor only needs to report incidents that happen on campus.
- ☐ d. Maybe. The professor needs to get more information about the incident before they decide whether or not to report it.

Question

05/10

Jackie is a manager with an open position on campus. Five finalists have been selected by the search committee. When asked which finalists she plans to interview, Jackie explains that although all of the candidates look good on paper, she only scheduled interviews with the male candidates because she already supervises enough women.

Would Jackie's conduct be considered discrimination? (Choose one response.)



-
- ☐ a. Yes; Jackie's conduct would be considered discrimination.
- ☐ b. No; Jackie's conduct would not be considered discrimination.

Question

06/10

Harry is enrolled in Professor Muggle's class. On the first day of class, as introductions were being made, Harry shared that they use "they/them" pronouns. Throughout the semester, Professor Muggle has used the wrong pronouns when referring to Harry in class. After the first few incidents, Harry tried to ignore the use of the wrong pronouns. After a few more incidents, Harry approached Professor Muggle and requested that "they/them" be used when referring to them. Professor Muggle responded by stating:

"You really shouldn't take this personally. I'm sure I'll just keep messing this up. I'm old school and just not used to using the word 'they' to refer to one person."

What should Harry do next? (Choose one response.)





a. Harry shouldn't take it personally and should just finish the class and avoid taking classes with Professor Muggle in the future.



b. Harry should talk to their advisor about dropping the class.



c. Harry should expect Professor Muggle to make an earnest effort to use the correct pronouns and express their concerns to their advisor.

Question

07/10

If you need to report an incident involving harassment and/or discrimination, you can do so using which of the following methods? (Choose one response.)



-
- ☐ a. Submitting an online report through the Title IX Office website
 - ☐ b. Visiting the Title IX Office located on the 6th floor of the Eastman Building
 - ☐ c. Contacting your Human Resources Manager for assistance



d. All of the above

Question

08/10

Which of the following are steps that may be taken to address and resolve a case involving discrimination and/or harassment here at RIT? (Choose one or more responses.)

☐

Evaluation

☐

Appeal

☐

Investigation

☐

Required mediation



A Hearing

Question

09/10

Lewis recently returned from paternity leave after he and his partner adopted a baby. During a staff meeting, one of Lewis's coworkers asked to see pictures of his new baby. Several of his coworkers came over to look at Lewis's pictures. After the meeting, Marie, one of the coworkers in the meeting, emailed their supervisor and explained that she was very uncomfortable in the meeting. She explained that her religion "condemns homosexuality" and she would prefer if Lewis "kept his lifestyle" private and out of the workplace.

Is Marie's request appropriate? (Choose one response.)

☐

No. If other employees are permitted to discuss their families and lives outside of the office, Lewis is entitled to do the same.

☐

Yes. Marie is entitled to practice her religion at work and should not be exposed to anything that goes against her beliefs.

☐

It depends. If their supervisor asks Lewis to refrain from discussing his relationship at work, and Lewis agrees to, the offensive conduct is addressed and the issue should be resolved.

Question

10/10

Only illegal behavior reported to the university is investigated and addressed.

True or false? (Choose one response)

☐

True.

☐

False.