

## If you experience discriminatory or harassing behavior

You may be hesitant to share the experience with others. You may even question if what happened is harassment. Remember that another person's misconduct is not your fault and that you are entitled to an environment free from harassment. Some steps you can take include:

- Notify your workplace supervisor of the situation.
- Contact your UW academic advisor, a mentor, or an administrator. Departments and schools may have options or strategies to assist—for example, working with the internship or job site on your behalf or assisting you in finding a different placement.
- Keep a record of the harassment, noting the date, time, and place specific behavior occurred should you later choose to report it. Take screenshots or keep copies of texts and emails and save documentation on your personal electronic devices.
- Consider notifying the Career & Internship Center on the Seattle campus, if you applied for your internship through the UW's *Handshake* job and internship platform, at [handshake@uw.edu](mailto:handshake@uw.edu). They can assist you with identifying appropriate action steps.

You can access resources and receive support without confronting the offending party. However, if you feel comfortable doing so, you can inform the person that their behavior is inappropriate and they should stop the offensive or unwelcome conduct.

### Any unwelcome behavior, even conduct that does not clearly violate University policy, can be addressed.

Please note:

- Non-UW workplaces and field sites may define sexual harassment differently than UW does. Consult your workplace's employee or volunteer handbook, or website, for information about relevant policies and procedures.
- The University may not have jurisdiction to investigate reported misconduct if the accused party is not affiliated with UW.
- Regardless of whether UW has jurisdiction with regard to a particular incident of misconduct, University support resources are available to you.

## UW resources are available even if you choose not to make a formal report

### Confidential resources

If you'd like to discuss an experience or situation, confidential advocates are available to offer support, assistance with understanding your rights and options, or creating a safety plan. They are available at no cost, and you can share as little or as much information as you choose.

#### Confidential advocates

For UW students and employees at all locations:  
UWPD Victim Advocate  
206.543.9337      [uwpdadvocate@uw.edu](mailto:uwpdadvocate@uw.edu)

For Seattle campus students: LiveWell Student Advocate  
206.685.4357      [hwadvoc@uw.edu](mailto:hwadvoc@uw.edu)

For Bothell campus students: UW Bothell Advocate  
425.352.3851      [uwbvae@uw.edu](mailto:uwbvae@uw.edu)

For Tacoma campus students: UW Tacoma Advocate  
253.692.5934      [uwtsva@uw.edu](mailto:uwtsva@uw.edu)

### Private and discreet resources

These resources make every effort to protect the information you share with them. In rare instances, information may be provided to other University offices when ongoing or urgent safety risks to a campus community must be addressed. You will be informed when this is necessary.

#### SafeCampus

Call anonymously 24 hours a day/7 days a week.  
206.685.7233      [safecampus@uw.edu](mailto:safecampus@uw.edu)

#### Office of the Title IX Coordinator

Valery Richardson, Title IX Coordinator  
Mags Aleks, Deputy Title IX Coordinator  
206.221.7932      [titleix@uw.edu](mailto:titleix@uw.edu)

Addressing  
sex discrimination  
and sexual harassment

Internships,  
off-campus  
placements  
and Title IX



## Recognize the behaviors

Inappropriate workplace behavior includes unwelcome sexual advances, requests for sexual favors, and/or sexually suggestive conduct. This may include conduct that:

- Can be observed: gestures; staring; sexually explicit images; sexually suggestive objects
- Can be heard: jokes; derogatory comments; slurs
- Can be felt: unwanted bodily contact such as pinching, rubbing or hugging; restricting a person's movement
- Utilizes power dynamics to create fear or to undermine, coerce, or intimidate
- Occurs in person or electronically, through texts, email, or social media

**Sex discrimination** occurs when someone is treated unfavorably based on their actual or perceived sex, gender, gender identity or expression, or sexual orientation.

Sexual harassment, sexual assault, and gender-based harassment are all forms of sex discrimination.

**Sexual harassment** is characterized by unwelcome and unsolicited language or conduct of a sexual nature. The conduct is sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment or has the purpose or effect of unreasonably interfering with an individual's academic or work performance.

**Gender-based harassment**, or discriminatory harassment based on sex, is characterized by unwelcome language and conduct that is not sexual in nature but is based on gender or gender identity.

Remember that **consent** is words or conduct that reasonably communicate freely given agreement to engage in sexual contact between or among individuals. A power differential, such as that between employer and employee, may significantly constrain a person's ability to fully and freely consent.

Discriminatory or harassing behavior may occur:

- In the workplace
- At an offsite work meeting or function
- While socializing with coworkers
- At other places where interaction with coworkers might take place, such as on public transportation

It can occur between:

- A supervisor and supervisee
- Peers (i.e. an individual of a similar age group, or other students from UW or another college or university)
- An employee or intern and a vendor or client
- A patient and an employee, in medical or healthcare settings

The above lists are not exhaustive. If you are uncomfortable with behavior you have experienced or are unsure if it might amount to sexual harassment, consider contacting a UW resource.

## Title IX protections extend to internships and off-campus placements

Sex discrimination is prohibited by Title IX and by UW policy.

Visit the University's Policy Directory for information on:

- Executive Order 31: Nondiscrimination and Affirmative Action
- Executive Order 51: Sexual Violence Elimination Policy
- Chapters 209 and 210 of Student Governance and Policies
- Administrative Policy Statement 46.3: Resolution of Complaints Against University Employees

Contribute to a positive workplace environment

- Attend professional development opportunities, onboarding, and training on policies and procedures to better understand sexual harassment and inappropriate workplace behavior.
- Receive feedback from others respectfully if they tell you that your actions make them uncomfortable or are harassing.
- Familiarize yourself with your workplace's technology use policy. Do not utilize equipment (telephones, computers, printers, etc.) to view or share inappropriate images, videos, or messages.
- Focus on the impact, not the intent: what one person considers a casual, funny or playful comment or behavior may be experienced by others as degrading, intrusive or inappropriate.
- Do not assume that others welcome physical contact (touches, massages, hugs, etc.).

Keep in mind that appropriate behavior, as outlined by the organization, is expected at all workplace events including informal ones and those where alcohol is served.

**Before starting your internship or placement, identify a support system that can assist if you experience discrimination or harassment**

That group might include:

- The UW representative who is coordinating or supervising your internship or placement.
- People who you can keep updated about how things are going at the workplace, ideally from at least two different kinds of relationships (e.g. personal life, peer group, advisers, and mentors).
- Your immediate supervisor at the workplace; you might also identify another staff member, perhaps the HR director (or equivalent), with whom you can check in from time to time.

Review your workplace's policy on sexual harassment and identify the resources available to you.