

**Sexual Harassment Policy**  
**[Supersedes PM 99-02]**

Consistent with Chancellor's Office Executive Order Number 345, it is the policy of California State University, Dominguez Hills to maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status and to take action to eliminate sexual harassment. Sexual harassment is illegal and such conduct is subject to disciplinary action being taken against the alleged harasser. In the case of employees who are found to have engaged in sexual harassment, the disciplinary action includes the possibility of termination of University employment. For students found to have engaged in sexual harassment, the disciplinary action includes being expelled.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature. This definition includes gender-based harassment of a person of the same sex as the harasser; telling sexually oriented jokes or conducting conversation filled with sexual innuendoes and/or double meanings; displaying sexually suggestive pictures or objects which may embarrass or humiliate others; participating in offensive physical contact such as pinching, fondling, patting and/or kissing; and other visual, verbal or physical conduct of a sexual nature directed toward an employee or applicant when one of the following circumstances is present:

1. Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation; or
2. Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation; or
3. The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working or learning environment.

All personnel are responsible for conducting themselves in a manner that ensures that their actions do not sexually harass any other individual. Additionally, supervisors can be held personally liable and must ensure that their work environment is free from sexual harassment.

In determining whether conduct actually constitutes sexual harassment, the circumstances surrounding the conduct will be carefully considered. Where the facts support the allegations, all appropriate measures including disciplinary action shall be taken.

The Director of Human Resources (designee) is responsible for: assisting employees and students regarding alleged sexual harassment and resolving situations in which sexual harassment occurs or is perceived as occurring; training supervisors and faculty members in how to comply with the harassment policy and how to recognize harassment; providing training programs for campus staff to heighten sensitivity and awareness of sexual harassment and developing strategies for its elimination; and conducting investigations and responding to allegations of sexual harassment made against University employees. These responses may include a recommendation to the appropriate administrator that formal disciplinary action be initiated.

University employees who are covered by a collective bargaining agreement must utilize the complaint process in their collective bargaining agreement for filing a complaint of sexual harassment. University employees not covered by a collective bargaining agreement may file a formal complaint utilizing the complaint procedure in **Executive Order Number 675**. Complaints filed under Executive Order Number 675 are to be filed with the Director of Human Resources.

Students wishing to file a formal complaint are directed to contact the Director of Human Resources.

California State University, Dominguez Hills assures that no retaliatory action or reprisal shall be taken against those persons who: a) oppose practices prohibited by this policy; b) file complaints of sexual harassment; or c) assist with or participate in a sexual harassment investigation, proceeding or hearing conducted by the University, the Equal Employment Opportunity Commission or the Department of Fair Employment and Housing.

This policy is administered by the Director of Human Resources.