

SEXUAL ASSAULT IN THE WORKPLACE—RESPONSE GUIDELINES

I. Definitions

A. Sexual Assault

Sexual assault is unwanted physical contact of a sexual nature, even if committed by someone the victim knows, that occurs without the consent of one of the individuals, or that occurs under threat or coercion.

Sexual assault can occur either against a person's will, or when a person is incapable of giving consent.

NOTE: Consent to sexual contact may be withdrawn at any point during an interaction.

B. Sexual Harassment

There are two types of Sexual Harassment. The first (quid-pro-quo) occurs when conditions of employment are made contingent on the provision of unwelcome sexual favors. This includes such things as employment decisions, salary increases, performance expectations and other conditions of employment. The second type of sexual harassment occurs when there is any unwelcome verbal, visual, or physical conduct of a sexual nature that creates a hostile environment.

If an issue doesn't constitute sexual assault, it may still be sexual harassment. Contact the Office of Equal Opportunity and Affirmative Action in 135 Park Building (801-581-8365) for more information and assistance.

II. What should an employee do if they have been sexually assaulted?

Important steps to take immediately after an assault:

- Safely remove yourself from the attacker as soon as possible if you can do so without putting yourself in more danger. Then call 911 or the police. (Remember that if calling from a University line, you must first dial "9," to be connected to an outside line, as in "9911.")

University of Utah Police--801-585-2677 (585-COPS)

You can also contact University Police by using the emergency phones on campus. Placed strategically around the campus, blue light emergency phones provide immediate access to the University Police Dispatcher. The dispatcher can immediately tell the location from where the call was made.

Call a friend or family member you trust. You can also call a crisis center or a hotline to talk with a counselor at no cost, including:

- The Employee Assistance Program (EAP)- 801-587-9319 Available 24 hours
- Salt Lake Rape Recovery Center- 801-467-7273 Available 24 hours
- For non-crisis consultation -801-467-7282 Available 9-5, M-Th
- The Women’s Resource Center- 801-581-8030 Available 8-5, M-F

It is important to get counseling from a credentialed professional.

- Do not wash, comb, or clean any part of your body. If possible, do not change your clothing so that hospital staff can collect any evidence. Do not touch or change anything at the scene of the assault.
- Go to your nearest hospital emergency room as soon as possible. You need to be examined, treated for any injuries, and screened for possible sexually transmitted infections (STIs) or pregnancy. The doctor will collect evidence using a rape kit for fibers, hairs, saliva, semen, or clothing that the attacker may have left behind.

Note: A person who has been raped or injured in an assault needs immediate medical attention. The best judge of injuries is a doctor. Even the least violent attack can leave the victim exposed to venereal disease or pregnancy. Even if you don't intend to report the rape, it is still important to be examined for your own safety and in case you change your mind. DO NOT WAIT - this needs to be done immediately.

While at the hospital:

- If you have not already called 911, you or the hospital staff can call the police from the emergency room.
- Ask the hospital staff to connect you with the local rape crisis center. The center staff can help you make choices about reporting the attack and getting help through counseling and support groups.

III. Reporting Sexual Assault

- Victims who notify the police need to be aware how important it is to immediately preserve any physical evidence at the assault scene and on the person who was assaulted.
- Reporting a sexual assault can be difficult, and victims may experience a multitude of emotions in thinking about and discussing what happened to them. For that reason, the University of Utah wants victims to know that there are many options for them when considering whether to report sexual assault.

- C. Victims of sexual assault are strongly encouraged to report the assault immediately to the police with authority over the location of the assault.
1. If the assault occurred on campus, victims are encouraged to report it immediately to campus police (801-585-2677). Reporting provides access to medical support, and to information regarding available legal and judicial resources, as well as counseling and support services. ***Counseling and medical services are available immediately and confidentially, whether or not an individual feels ready to make any decisions about reporting the assault to police or campus judicial resources.***
 2. The gathering of physical evidence is important in the event of a criminal investigation. Victims may also choose to report an assault even if time has elapsed and it is too late to collect physical evidence.
 3. Victims who immediately report an assault will be provided with information directing them to an appropriate health care facility to allow for collection of evidence and treatment.
 4. Even if a sexual assault victim chooses not to report the incident immediately but reports the incident days, weeks, or even months after , important support systems are still available and can be arranged. The victim should understand that delay may make it more difficult to collect physical evidence of the sexual assault which could impact an investigation.
 5. Reporting an assault to the Campus Police or other law enforcement ***does not require filing criminal charges.***
 6. The University has police officers who are specially trained to work with victims of sexual assault, and can explain your rights and options, as well as direct you to other resources.

IV. **Manager Responsibilities**

- A. If an employee reports that they have been sexually assaulted on University Property, you should:
- Call the police
 - Provide the employee with contact information for the Employee Assistance Program
- B. Provide the information in this guideline to the victim.
- C. If the victim is a student, go to Policy 1-012 (Linked).

- D. If the victim is a visitor to campus, call the police and—if possible—provide the victim with a private space in which to wait for the authorities.

V. Prevention and Training Resources

The following are programs offered at the University to assist in the prevention of sexual assault through education and training.

A. **Rape Aggression Defense Training**—University of Utah Police Department- Contact Sgt. Arbon Nordgran at 801-585-1166 or Lt. Lynn Rohland at 801-585-1162.

- Rape Aggression Defense is a six-week, practical self-defense course incorporating physical training and classroom education. The course, intended for women twelve years of age and older, is taught three to four times a year by certified RAD instructors at UUPD. There is a nominal charge of \$25 for this course

Security Escort- 801-585-2677

- Individuals who need to be on campus may feel nervous when walking some distance to a vehicle, dorm, or another building on campus. They may call the University Police at 801-585-2577. Tell the dispatcher where you are and request an escort to a particular campus location. The police will dispatch a security officer to walk with you or to give you a ride to your desired location. Note: They are not able to provide escorts to off-campus locations.

V. Additional Resources

The University of Utah recognizes that victims must focus on their security, health, and healing in the aftermath of a sexual assault. The following is a list of resources:

Brochures

http://www.raperecoverycenter.org/PDFs/brochure_english.pdf

http://www.raperecoverycenter.org/PDFs/brochure_spanish.pdf

Emergency Services

University of Utah Police 801-585-2677

Legal Services

Women's Resource Center 801-581-8030

Legal Aid Society 801-328-8849

Crime Victim Reparations 801-238-2360

Sexual Assault Counseling

Employee Assistance Program (EAP) 801-587-9319

Salt Lake Rape Recovery Center 801-467-7273

Rape Sexual Assault Hotline 1-888-421-1100

University Departments

Human Resources 801-581-5469 (Employee Relations #)

Office of Equal Opportunity and Affirmative Action 801-581-8365

Relevant University Policies

Policy 1-004—Violence in the Workplace and Academic Environment

Policy 5-210--Discrimination and Sexual Harassment Complaint Policy

Policy 5-107—Sexual Harassment and Consensual Relationships

Policy 5-205—Code of Conduct for Staff

Policy 5-111—Corrective Action and Termination Policy for Staff Employees