

Smoking Policy

The Ottawa County Smoke-Free Indoor Air Regulation became enacted on January 1, 2008. This regulation requires all public and private employers to prohibit smoking in all enclosed areas and within twenty-five feet of any entrance, operable window, and ventilation system. In order to comply with this new regulation and promote a healthier lifestyle, Hope College became a smoke free campus on January 1, 2008.

Smoking will not be premitted in any campus owned or leased building, in any residence hall, apartment, or cottage, on any campus walkway or green space or outside in college parking lots.

Smoking is permitted in private vehicles (including those parked in college lots) and on public right-of-ways away from building entrances. Please adhere to the twenty-five foot distance and dispose of your smoking materials appropriately before reentering the campus area.

The College is supportive of smoking cessation programs and will work with faculty and staff seeking help with their smoking habit. Please see the following links for more information on options available visit <http://hope.edu/cit/wellness/resources/programs/tobacco.html>. The college is hopeful that smokers will use this new regulation as an extra incentive to give up smoking and improve their overall health.

Policy Statement on Sexual Assault or Harassment and Grievance Procedure

Questions about this policy may be directed to Dee Campanella,
Associate Director of Residential Life and Housing, 395-7800
The full text can be viewed at www.hope.edu/about/policies/

The college is committed to fostering an environment in which all persons have an equal opportunity to work and pursue learning freely, whether in group settings or in close relationships between individual students, faculty and staff. This entails an obligation to protect the dignity, safety, and self-respect of all students, faculty, and staff. As an academic community valuing the moral teachings of Jesus Christ, Hope College is committed to the belief that each individual is of unqualified worth. God values each person, female and male, as a unique work of divine creation. Therefore, the college condemns covert and overt acts which interfere with this commitment and will not tolerate any form of intimidation, abuse or harassment.

I. Description and Explanations

Sexual harassment is a form of discrimination. It includes any inappropriate or unwanted conduct of a sexual nature which has a negative effect on the educational process, employment benefits, campus climate, or opportunities of any student or employee. As such, it violates the *Title VII of the Civil Rights Act* and the *Michigan Elliott-Larsen Civil Rights Act*.

An abuse of privilege or power, sexual harassment can threaten a person's academic status, economic livelihood, sense of safety, well being and personal dignity. The effects of sexual harassment may include feelings of anger, resentment, embarrassment, humiliation, fear and lowered self-esteem.

This policy strives to ensure both academic freedom and freedom from harassment. Respect for all persons and freedom of inquiry are at the center of both academic freedom and an environment devoid of sexual harassment. Nothing in this policy should be construed to limit the scholarly, educational, or artistic content of written, oral, or other presentations or discussions. *Academic freedom* (see Faculty handbook B12) should be extended to all members of the academic community. The Hope College Sexual Assault and Harassment Policy applies to :

Complainant	Alleged Harasser
Faculty	Staff
Staff	Staff
Faculty	Student
Student	Student
Faculty	Faculty
Student	Staff
Student	Faculty
Staff	Student
Staff	Faculty

Sexual Harassment includes the following categories:

A. Actions which create a Hostile Environment

1. Generalized Sexist Remarks or Sexist Behavior - This involves demeaning remarks or actions serving no scholarly, artistic, or education purpose that are directed at individuals or groups because of their gender or sexual orientation.
2. Sexually Offensive Remarks or Behavior – This includes lewd, obscene, or sexually suggestive remarks or actions serving no scholarly, artistic, or educational purpose, which would be found offensive by a reasonable person in that situation. This category also includes the public display of sexually offensive audio visual material serving no scholarly, artistic, or educational purpose.

B. Sexual Advances

1. Sexual Advances without Intimidation – This includes repeated unwanted requests for a social or sexual encounter. It also includes unwanted or inappropriate touching or kissing.
2. Sexual Advances with Intimidation – This refers to sexual advances which are accompanied by the threat of punishment or promise of reward.

C. Sexual Assaults

This includes sexual advances that are accompanied by actual or threatened physical violence, as specified in the “*Criminal Sexual Conduct Statute*” of the State of Michigan. This category also applies to any of the following, if lacking explicit verbal consent: physical contact with groin, genital area, inner thigh, buttocks, and/or breast; penetration that involves sexual or anal intercourse; cunnilingus; fellatio, or placing any other object in the genital or anal opening.

D. Confidentiality and Retaliation

Every effort at maintaining confidentiality will be made in order to protect the reputation and integrity of all individuals involved.

No person involved, or acting on behalf of a person involved (including those acting as witnesses), in any phase of the implementation of the Sexual Harassment Policy shall abuse, threaten, or exhibit behavior which intimidates any other person involved prior to, during, or after the conclusion of the phase which is being pursued.

If either the complainant or the alleged harasser is abused, threatened, or intimidated, s/he may bring this to the attention of the administrators or committee handling the complaint, asking them for assistance in arranging protection or redress (at the time or after the process has been completed).

No member of the college community shall knowingly file a false complaint of sexual harassment or knowingly provide false information to or intentionally mislead College officials investigating a complaint of alleged sexual harassment.

II. Romantic Relationships Between Employee/Student and Supervisor/Employee

A. Implicit in the concept of professionalism is the recognition by those in positions of authority that their relationships with students include an element of power. It is incumbent on those with authority not to abuse, nor to seem to abuse, the power with which they are entrusted. Therefore, the initiation of or consent to a romantic or sexual relationships between an employee of Hope College and any current Hope College student for whom the employee has a direct professional responsibility is unacceptable. Instances of direct professional responsibility include: assigning grades, writing recommendations, advising, coaching-supervising, awarding financial aid, disciplining, and any other action that may affect the student's current or future study or employment. Initiation of a romantic relationship subsequent to or following a situation where there was a professional responsibility (teaching, advising, coaching, supervising, etc.) is also a violation because it could be perceived as an extension of the power relationship therefore undermining the educational process. Romantic or sexual relationships during or after a relationship of professional responsibility may have the effect of undermining the atmosphere of trust on which the educational process depends. If a complaint by the involved student is filed, it is defined as a complaint of sexual harassment.

B. The initiation of or consent to a romantic or sexual relationships is also unacceptable between a supervisor and an employee for whom the supervisor has direct professional responsibility. If a complaint is filed, it is defined as a complaint of sexual harassment.

C. The initiation of a romantic or sexual relationship is strongly discouraged even where there is not a direct professional responsibility. In these situations, there still may be an element of power or authority which could diminish the individual's freedom of choice. Additionally, a change in the situation may establish direct professional responsibility between the individuals. Individuals in positions of authority must be sensitive to the potential conflicts between personal relationships and professional responsibility. Furthermore, for individuals who enter into a relationship where a power differential exists, it will be difficult to prove immunity on grounds of mutual consent if a complaint alleging sexual harassment is lodged.

D. Such romantic or sexual relationships frequently can have a detrimental effect on other students or employees who share a work or classroom environment with the involved parties. When a third party complains of such effects, it is not considered a complaint of sexual harassment. Instead it may be taken to a supervisor as a matter of unprofessional conduct.

E. This category does not apply to married couples.

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How can I deal with sexual harassment at Hope?

Informal Process

This usually involves a process of mediation involving the complainant, the alleged harasser, and the Advocate. The purpose of this process is primarily to educate and improve the relationships between the two people.

Administrative Review

This process involves a hearing committee that meets with the complainant and the alleged harasser separately in order to understand their perspective, decides on the validity of the complaint, and recommends sanction(s) if any.

Formal Hearing

The process involves a hearing board, testimony by the complainant and alleged harasser as well as other witnesses. The board hears the testimony, can ask for clarification or additional information, hears the testimony of the additional witnesses, and hears the closing remarks from both parties. The hearing board then meets to decide the guilt or innocence of the alleged harasser and communicates this decision as well as sanction(s) if any.

Additional Things You Should Know

Both the Administrative Review and Formal Hearing processes have appeal processes for either the complainant or the alleged harasser. Going through Hope College policy does not prevent you from seeking legal counsel, through legal counsel is not allowed at any of the Hope College proceedings.

**Off-campus Resources: Center for Women in
Transition Sexual Assault Services
Hotline 392-1970 or 1-800-848-5991
www.aplaceforwomen.org**

<i>What should I do if I have been harassed?</i>	<i>What should I do if I have been accused of harassing someone?</i>
<ul style="list-style-type: none">• Do NOT ignore it!• Speak up at the time of the incident. Do NOT put off confronting the behavior.• Name the behavior clearly.• Say NO firmly and without smiling.• Do NOT be apologetic or self-blaming.• Reinforce your statements with strong, self-respecting non-verbal behaviors.• Keep records of all incidents in as much details as possible.• Do NOT blame yourself.• Contact an Advocate to clarify the policy and to ensure your rights.• Work to bring the situation to a quick and equitable resolution.• Be aware, be intentional, and know your rights.	<ul style="list-style-type: none">• Do NOT ignore it!• Take the complaint seriously.• Know the policy.• Contact an advocate to clarify the policy and to ensure rights.• Record all contacts with the complainant in as much details possible.• Work to bring the complaint to a quick and equitable resolution.

Don't Let Your Guard Down

The use of GHB, Gamma Hydroxy Butyrate, also known as a date rape drug, has increased in use on college campuses. The use of GHB always results in very dangerous situations. Some of the street names of GHB are Gamma OH, Liquid Ecstasy, Liquid E, Grievous Bodily Harm, Fantasy, Georgia Home Boy, Scoop, Water, Everclear, Great Hormones at Bedtime, and Blue Nitro. Another date rape drug that is used is Rohypnol, with street names such as Roofies, Rope, Forget Pill, Mexican Valium, Rib, Roachies, and Wolfies, to name a few. Only a few drops of GHB or other date rape drugs can result in a person losing their memory, seizures, being less inhibited sexually, vomiting, and perhaps dying. The majority of cases involve women, but men are not immune either.

GHB and other date rape drugs are here. Each of us needs to become educated. Listed below is some common sense information about GHB, date rape drugs, how to remain safe in social situations, and how to respond if you think you have been drugged.

How You Can Protect Yourself

- Don't leave your drink unattended at any time, whether it's a soft drink or mixed drink.
- Only drink from unopened bottles or cans, or drinks that you've seen poured.
- Avoid group drinks.
- Don't take drinks from strangers.
- Don't drink unfamiliar drinks that may hide the salty flavor of GHB.
- Don't drink anything that has an unusual taste or smell.
- If you're going out, go with people you know and TRUST.

If You Think You've Been Drugged

- If there seems to be powder on the glass, or it tastes funny, throw it away immediately.
- If you suddenly feel tired, euphoric, or extremely drunk, you may be feeling the effects of the drug. There is a quick onset, 10-15 minutes.
- Tell a friend to take you home or keep you safe; you should not be alone.

How To Watch Your Friend's Back

- Watch each other's drinks. Know how much a friend has been drinking.
- If your friend begins to act unusual, drunk, or sleepy, check to see if they're OK.
- If you came as a group, leave as a group: no ifs, ands, or buts about it!
- If you see someone drugging a drink confront them, or get someone to confront them. Tomorrow may be too late.
- Put your friend to sleep on their side, propping them up with pillows. This will help if they vomit.

If You're Drugged And Can't Remember, What Do You Do?

- Don't blame yourself.
- Find support. Call someone you know and trust, and with whom you feel able to talk through the situation.
- If you believe you've been assaulted, CALL the Counseling Center (x7945), Student Development (x7800), your RD, Women In Transition (392-1970 or 1-800-848-5991), or the Police (911).
- Seek medical help!

Most days, we tend to look at life in a positive way, believing we are in a safe environment. This perspective is not complete, nor does it reflect reality. Each of us needs to understand potential dangers and then make responsible decisions and act accordingly.

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Dr. Richard Frost
Dean of Students

Greg Maybury
Director of Operations