

## SPSI SEXUAL HARASSMENT POLICY

Harassment of staff, clinical associates, Board Members or faculty is prohibited and will not be tolerated at the Seattle Psychoanalytic Society and Institute (“SPSI”). It is the policy of the Seattle Psychoanalytic Society and Institute to maintain an academic and work environment free of harassment and to promptly investigate allegations and discipline any SPSI-affiliated individual who violates this policy. SPSI’s non-discrimination policy is guided by state and federal laws that prohibit sexual harassment. These state and federal laws include, among others, the Washington State Law Against Discrimination (RCW 49.60) and Title VII of the Civil Rights Act of 1964, as amended.

### **SPSI’s policy defines harassment as follows:**

“**Harassment**” consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status, such as sex, color, race, religion, national origin, age, medical condition, disability, marital status, veteran status, citizenship status, or other protected group status. SPSI will not tolerate harassing conduct that affects tangible academic or job benefits, that interferes unreasonably with an individual’s performance, or that creates an intimidating, hostile, or offensive environment.

“**Sexual harassment**” is a form of harassment based on the recipient’s sex that is characterized by:

1. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by a person who has authority over the recipient when:
  - a. Submission to or rejection of the conduct is made either an implicit or explicit condition of the individual’s employment, academic status, or ability to use SPSI facilities and services, or
  - b. Submission to or rejection of the conduct is used as the basis for a decision that affects tangible aspects of the individual’s employment, academic status, or use of SPSI facilities; or
2. Unwelcome and unsolicited language or conduct that is of a sexual nature or that is sufficiently severe, persistent, or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive working or learning environment, or has the purpose or effect of unreasonably interfering with an individual’s academic or work performance.

**Sexual harassment is illegal.** All employment supervisors, employees, faculty, and Board Members are expected to work actively to maintain a workplace that is free from unlawful

discrimination and harassment based on sex or any other protected basis, and to conduct themselves in such a way as to ensure that no discrimination or harassment occurs. (See also, SPSI's Non-discrimination Policy, Attachment: SPSI 1-002). Violations can lead to severe penalties, up to and including termination of employment or termination from educational programs, as well as possible personal liability. All members of SPSI's community are encouraged to inform the SPSI Director in the organization of inappropriate or discriminatory behavior, and required to fully cooperate with the processes described in this policy statement.

### **Complaint Procedures:**

SPSI will promptly respond to and take appropriate action concerning allegations of sexual harassment. In addition, SPSI prohibits retaliation against anyone for reporting, cooperating with, or participating in the following complaint process regarding allegations of sexual harassment.

Any person who believes she or he is being harassed, or any SPSI member who becomes the object of harassment, should promptly notify the SPSI Director. If speaking with the SPSI Director is uncomfortable, the Board President should be notified. Individuals also have a right to file complaints alleging discrimination or retaliation with state or federal agencies within the agencies' prescribed time periods. State and federal agencies establish their own processes for responding to and processing these complaints. Filing a complaint with a state or federal agency can be done in lieu of or in addition to SPSI's complaint process.

### **Investigation Process:**

1. The SPSI Director (the "Investigator") will gather information about the complaint and interview the complainant to investigate the claim. The Director may choose to appoint another individual to assist in the investigation. The Director may decide the nature of the claim is more appropriately handled through SPSI's Ombudsmen, Ethics Committee, or by convening the Education Committee. In any of these cases, the process outlined in that committee's policies shall control the investigation of the complaint.
2. The Investigator shall act as a neutral, objective fact-finder, and attempt to investigate and resolve allegations of discrimination, harassment and retaliation as quickly as possible.
3. The Investigator will interview the accused. The Investigator will interview any appropriate witnesses who may have relevant knowledge.

4. The Investigator will issue a written determination on the complaint, its merit, and the proposed outcome (if any) to be rendered to the accused individual.
5. The time frame for completing the investigation and rendering an outcome will vary based on the circumstances and complexity of a matter, but whenever possible, shall be completed within 60 working days.

**Outcome Process:**

1. If there is a positive finding the severity, frequency and pervasiveness of the conduct will be considered when imposing discipline on the accused individual. There are several disciplinary options available, including:
  - oral or written warning;
  - reprimand placed in the individual's permanent file, with a corrective behavioral plan outlined;
  - probation for a specified term and detailing the terms under which the accused may return to his/her position;
  - discharge from SPSI as an employee, faculty, and/or student.
2. When imposing discipline on the accused, any forms of discipline short of discharge will be accompanied by a warning that similar misconduct in the future may result in immediate discharge. If no discipline is imposed, documentation in the Investigator's file will indicate the reasons why discipline and/or remedial actions were not required.
3. Referral will be made for remedial counseling and re-training on prohibited harassment, if appropriate, and deemed to improve the accused's behavior and the environment of SPSI.
4. If, during the course of the investigation process, the complaint is withdrawn, resolved or the finding is negative, the investigation by the SPSI Director and/or other representatives will be terminated and the matter administratively closed. When the investigation is completed and the outcome determined, the Investigator will provide the complainant, the accused, and any appropriate supervisor or administrative head of the organization with a summary of the allegations investigated and the facts determined. There is no internal appeal mechanism; individuals who are not satisfied with the results of the investigation may contact state or federal agencies.

**Additional Information**

For additional information, contact the following:

Susan Radant, PhD, SPSI Director\_

John Cardinali, PsyD, SPSI Board President\_

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