

HARASSMENT POLICY AND PROCEDURES Messiah College Internship Center

The Messiah College Internship Center is committed to engaging students in professional and safe working/learning environments. In accordance with College policy (see student handbook), the Internship Center will not tolerate any form of harassment, intimidation or discrimination related to skin color, race (and related physical characteristics), gender, cultural heritage, ethnicity and nationality. This applies to site supervisors and co-workers toward a student, as well as students toward their site supervisors and co-workers.

Misconduct of Supervisor/Co-Workers Towards a Student Intern

The Internship Center encourages students to inform themselves of the site sponsor's sexual harassment policy and to follow it, should one exist. Beyond this, the Center asks students to report any incident as soon as possible, allowing both the College and the internship site the opportunity to promptly intervene. When a student intern contacts an Internship Center staff member and reports any form of harassment that he/she may be experiencing at the internship site, a member of the Internship Center staff will immediately facilitate appropriate interventions with the participating internship site and supervisor. All interactions during the intervention will be documented by the Internship Center staff and kept on file.

These interventions may include:

1. the Internship Center staff providing guidance to the intern on how to confront the individual(s) harassing him/her.
2. the Internship Center contacting the Messiah College legal counsel for assistance in facilitating the intervention(s).
3. the Internship Center contacting the site supervisor and establishing a formal meeting to present the allegations the intern reported. This meeting may or may not include the student being present at the meeting. The student will determine the level of involvement that he/she wishes to have in the face to face component of the intervention(s).
4. removing the intern from his/her internship site.
5. removing the site and or perpetrator from the approved list of internship partnerships.

Behaviors that may constitute sexual harassment include (but are not limited to) the following:

- ⊕ subtle pressure for sexual activity
- ⊕ unnecessary brushes or touches
- ⊕ offensive sexual graffiti
- ⊕ disparaging remarks about one's gender
- ⊕ physical aggression such as pinching and patting
- ⊕ sexual innuendos or persistent use of sexually suggestive language which another person finds offensive, demeaning, or otherwise inappropriate
- ⊕ verbal sexual abuse disguised as humor
- ⊕ obscene gestures
- ⊕ sexist remarks about a person's clothing, body, or sexual activities
- ⊕ conditioning an educational or employment decision or benefit on submission to sexual conduct.

Misconduct of Student Intern Towards a Supervisor/Co-Workers

The Internship Center asks site supervisors to report any incident as soon as possible allowing the College the opportunity to promptly intervene. When a site supervisor contacts an Internship Center staff member and reports any form of harassment being experienced at the internship site, a member of

the Internship Center staff will immediately facilitate appropriate interventions with the student intern and the participating site and supervisor. All interactions during the intervention will be documented by the Internship Center staff and kept on file.

These interventions may include:

1. the Internship Center staff providing guidance, if necessary, to the site on how to confront the student intern.
2. the Internship Center contacting the Messiah College legal counsel for assistance in facilitating the intervention(s).
3. the Internship Center contacting the student and site supervisor to establish a formal meeting to present the reported allegations.
4. removing the intern from his/her internship site.