



CAREER SERVICES
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HARASSMENT AND DISCRIMINATION POLICY

HARASSMENT

Harassment is defined as follows:

Harassment is behavior directed at another person that is abusive or demeaning and includes or implies a reference to the individual's race, religion, gender, national origin, or other protected status, and that has the purpose or effect of creating an intimidating or hostile environment or interfering with the individual's work or academic performance.

Examples of Harassment

- Verbal conduct such as epithets, derogatory jokes, name-calling, comments or slurs related to race, ethnicity, religion, sexual orientation, or other protected status
• Abuse, insults, or jokes about an individual's physical features, national origin, accent, or speech
• Display of graffiti, posters, photographs, cartoons, drawings, or gestures which are derogatory, racist, or offensive
• Physical conduct such as assault, unwanted touching, blocking normal movement, denial of access to facilities or services, or interfering with work because of sex, race, physical ability, or any other protected basis
• Unwanted sexual advances, invitations, innuendos or comments, or discussion of sexual activities or comments about an individual's body or sexual experiences
• Sexually-oriented gestures, leering, or display of sexually-oriented or suggestive pictures, drawings, cartoons, or posters
• Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, or offers of employment benefits in return for sexual favors
• Retaliation for having reported or threatened to report harassment
• Sending emails or websites to others that contain harassing or offensive messages, pictures, etc.

Internship Harassment/Discrimination Reporting Procedures

An internship requires that you place yourself in an environment where you must adapt to a new way of doing things and a new office culture. Typically, as an intern, you will have the least amount of seniority in the workplace; and may be asked to take direction from several employees. It is important to respect the office culture and the authority of senior staff members; however, you should NEVER feel uncomfortable during your internship. Sexual harassment and discrimination are UNACCEPTABLE in any form. During your interview or orientation, your employer should advise you on the company's anti-harassment policies, including the procedures by which you may report a complaint. If this information is not provided, you should ask for clarification before beginning your internship.

I have read and understand the Harassment and Discrimination Policy.

Student's name _____

Student's signature _____

If under 18 years of age, Parent/Guardian Signature required.

Parent/Guardian's name _____

Parent/Guardian's signature _____