



# SAFETY MANAGEMENT MANUAL

## 2.5 HARASSMENT POLICY

Originator:	Approved By:
Michael P. Brennan Jr.	Albert F. Suchy

### 1. Purpose

The purpose of this procedure is to set forth a Harassment Policy as it applies to the Safety Management System at Woods Hole Oceanographic Institution.

### 2. Scope

Woods Hole Oceanographic Institution has a Harassment Policy. This policy extends to vessels managed and operated by the Woods Hole Oceanographic Institution.

### 3. Reference

WHOI Harassment Policy statement in the Personnel Practices & Procedures

### 4. General

The Woods Hole Oceanographic Institution is committed to maintaining a positive working and learning environment free of illegal discrimination, harassment and intimidation. Institution scientists, administrators, managers and supervisors are expected to strongly support this effort, and all employees, postdoctoral scholars/fellows and students of the Institution are expected to support this goal.

While this policy only refers to the illegal aspects of harassment, it is as important that there be an atmosphere of professionalism at the Institution that will preclude these types of behaviors and foster a mutual respect for one another.

Harassment can be blatant or subtle, printed, verbal, or physical. Examples of conduct that can constitute illegal harassment are:

- Outright propositions/improper suggestions
- Racial or ethnic jokes, slurs, or cartoons
- Abuse, insults, or jokes concerning sexual orientation
- Touching, including pats, hugs, squeezes, brushing against, putting arms around shoulders
- Insinuations about private life or lifestyle
- Threats or promises regarding compliance with sexual behavior
- Actions or sounds - whistling, suggestive sounds, obscene gestures, display of offensive pictures



# SAFETY MANAGEMENT MANUAL

## 2.5 HARASSMENT POLICY

Originator:	Approved By:
Michael P. Brennan Jr.	Albert F. Suchy

- Sexist, lewd, or obscene remarks, jokes, or cartoons
- Imbalance of attention, whether it be positive or negative, towards one employee or student based upon gender or race
- Assault - sexual or otherwise

The Master of each WHOI vessel shall ensure every crewmember, member of the science party as well as technical staff and visitors are made aware of WHOI's Harassment policy as part of shipboard orientation.

### Reporting

On the vessel, any violations to the harassment policy shall be reported to the Master, Chief Mate or Chief Scientist. Crewmembers and technicians shall report violations to the Master and members of the science party to the Chief Scientist. In the event individuals are not comfortable reporting a harassment violation to someone in their chain of command, i.e. Master for crew or Chief Scientist for Science party, they have the option of reporting to either the Master or Chief Scientist or directly to the EEO Officer in Human Resources.

The EEO Officer in Human Resources can be contacted at 508-289-2705. The email contact is [eeo@whoi.edu](mailto:eeo@whoi.edu).

As with any other Institution EEO policy, individuals found in violation of these guidelines are subject to disciplinary action, which can include counseling, warnings, transfers, suspensions, reductions in pay or duties, and termination of employment.