



## **The Interpersonal Integrity Policy**

The Mission of International House encompasses the values of leadership, tolerance, respect and friendship among individuals of all nations and backgrounds in a community environment that encourages programmatic and residential interaction. Accordingly, we are committed to maintaining an environment of integrity for all members of the community, one that is safe, supportive and free of bias, prejudice and harassment. Violations of interpersonal integrity such as sexual harassment, misconduct and assault, stalking, and discriminatory harassment, whether based upon race, color, religion, gender identity, national origin, ethnicity, sexual orientation, age, marital status, disability, veteran or military status, citizenship status, or any other legally protected basis are contrary to these values and will not be tolerated. The Interpersonal Integrity covers all members of the International House community and those who affect the International House community such as vendors or visitors.

## **Definitions of Violations of the Interpersonal Integrity Policy**

International House's Interpersonal Integrity Policy prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, either against a person of the same or other gender identity, when submission to or rejection of such conduct is either an explicit or implicit term or condition of resident member status or is a basis for participation in an International House activity, benefit or standing within the community. It is also a violation when such conduct creates an intimidating, hostile or offensive residential or community environment.

### **I. Sexual Harassment**

While it is not possible to list all the circumstances that constitute sexual harassment, the following are some examples:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Requests for sexual favors in exchange for actual or promised benefits;
- Use of sexual epithets, jokes, written or verbal references to sexual conduct or one's sexual activities;
- Sexually oriented comments about an individual's body;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Acts of Sexual Misconduct or Sexual Assault that are considered criminal under the New York State Penal Code.

### **II. Sexual Misconduct and Sexual Assault**

Sexual misconduct and sexual assault are sexual acts that are against the will and without the consent of the victim or where the victim is incapable of giving consent. Examples of these behaviors encompass a range of acts of a sexual nature that are classified as criminal under New York State Penal Code including but not limited to: lewd behavior, indecent exposure, intentional physical conduct of a sexual nature, and rape.



### **III. Stalking**

Stalking is a persistent and unwanted pursuit of an individual by another that would cause a reasonable person to fear. It may or may not be sexual in nature. It is an intentional course of conduct that can be annoying, intrusive, intimidating, threatening and harmful. Examples of stalking include but are not limited to: following a person; keeping a person under surveillance; loitering near a person's room or place of work; initiating unwanted contact or communications through deliveries, telephone calls, mail, email, social media or any other medium.

### **IV. Discriminatory Harassment.**

Prohibited discriminatory harassment is persistent verbal or physical conduct, or the use of written or pictorial materials, which may or may not be sexual in nature, that denigrates or shows hostility or aversion toward an individual or a specific group because of their race, color, religion, gender identity, national origin, ethnicity, sexual orientation, age, marital status, disability, veteran or military status, citizenship status, or that of the individual's relatives, friends or associates, that has the purpose or effect of creating an intimidating, hostile, humiliating or offensive residential or community environment.

Here are two examples:

1. Use of words, pictures, symbols or physical actions to deliberately insult, stigmatize, threaten or intimidate another person or persons;
2. Use of words, pictures, symbols or physical actions that are, as a matter of common knowledge, understood to convey direct hatred or contempt; verbal abuse or hostile behavior such as teasing, mocking, degrading or ridiculing of another person or persons.

### **Reporting a Complaint**

The most appropriate recipient of complaints is the Director of Global Health and Wellness Services and the Director of Public Safety. If you need immediate assistance or in an emergency contact the House Manager (on duty 24 hours a day, 7 days a week) by dialing x5555 or x8448. After assisting you, the House Manager will make a report of the incident for follow-up and notify the Director of Global Health and Wellness Services and the Director of Public Safety.

### **The Role of the Director of Global Health and Wellness Services**

The Director of Global Health and Wellness Services (Lorraine Pirro, 914-673-9010 or [lpirro@ihouse-nyc.org](mailto:lpirro@ihouse-nyc.org)) is available to provide confidential counseling and support to any resident member who believes they have been the subject of an Interpersonal Integrity Policy violation. In addition to counseling and guidance, she can offer information regarding options for reporting such an incident for mediation or disciplinary action, internally, and for reporting to external authorities. At the discretion of the complainant, the Director can assist in making such a report. The Director is available to facilitate a confidential mediated agreement between the parties. The Director is also authorized to initiate a disciplinary proceeding, (see Disciplinary Committee Resolution).



## **Options for Resolving Complaints**

### **1. Mediated Resolution**

An individual making a complaint of a violation of the Interpersonal Integrity Policy may choose to file their complaint with the Director of Global Health and Wellness Services. Efforts will be made to resolve the problem through discussion with the other party, either by the complainant, by an appropriate representative of International House, or by both the complainant and such representative. As a matter of course, the complaint and outcome are reported to the Director of Admissions.

### **2. Disciplinary Committee Resolution**

An individual making a complaint of a violation of the Interpersonal Integrity Policy may choose to file their complaint requesting resolution through a disciplinary process. This means that the complaint is filed in writing, signed and dated, and submitted to the Director of Public Safety.

#### **Investigation**

Once the complaint is filed, the Director of Public Safety will conduct a prompt, thorough and impartial investigation in the manner deemed necessary. The parties to the complaint will each have an opportunity to be heard during the investigation.

Upon completion of the investigation, the Director of Public Safety will submit the results of their investigation to the Admissions Committee, the International House panel that is charged with considering applications for resident member, non-resident member and alumni status, readmission and scholarships as well as complaints of misconduct, harassment, and other violations of policy.

Complaints will ordinarily only be investigated when the complaining party so elects. In extraordinary circumstances, however, International House may determine on its own to investigate egregious allegations even when the complaining party does not choose to pursue such charges.

#### **Process Transparency**

If an interim decision is made during any part of the Complaint and/or Investigation process that decision will be communicated to all parties.

#### **Disposition**

If the Admissions Committee determines that a violation of the Interpersonal Integrity Policy has occurred, a recommendation for remedial action will be made to the President of International House. The nature of the remedial action and the process for its implementation will depend upon the unique facts and circumstances. The findings and intended action will be communicated to all parties as soon as possible.

#### **Changing Complaint Status**

At any time, an individual making a complaint of a violation of the Interpersonal Integrity Policy may change their request for a mediated resolution to a disciplinary committee resolution or vice versa.



### **Attending to the Needs of Those Reporting Sexual Assault**

Since the medical, emotional and legal needs of a sexual assault complainant may differ from those making any other complaint, sexual assault complainants should in addition to filing a complaint with International House, report the assault to the police and pursue counseling and other services available through the office of Global Health and Wellness Services.

Complaints should be promptly reported so that appropriate action may be taken in a timely manner. However, the later reporting of complaints may not prevent appropriate remedial action.

International House will maintain the confidentiality of the complaint to the greatest extent consistent with its goal of conducting a thorough and complete investigation. Effort will be made to safeguard the privacy and rights of all persons involved. Effort shall be made to complete the investigation of a complaint in a timely manner.

International House will take steps necessary to protect the complainant and any witnesses against retaliation for reporting the harassment, or for participating in the investigation of a complaint. Any member of the community who retaliates against any party to a complaint regarding a violation of the Interpersonal Integrity Policy – for example, the person filing the complaint, witnesses, or participants in the investigation -- will be in violation of this policy and may be subject to sanctions up to and including termination of membership.



## **What to Do if You Are Sexually Assaulted**

1. **Get to a safe place and call for assistance.** The police can be contacted by calling 911. The House Manager on duty can be reached at x5555 or x8448. The Director of Global Health and Wellness Services (Lorraine Pirro) can be reached at 914-673-9010. The Director of Public Safety (Anthony Gordon) can be reached at 212 280 7673. You might also call someone you trust such as a friend or your family. Do this even if you think you might have overreacted or feel embarrassed – if you feel in any way uncomfortable about the incident, contact someone.
2. **Seek medical attention.** If you have been physically assaulted or think you may have been, while intoxicated for example, it is important that you seek immediate medical attention. In addition to treating injuries, prompt medical examination can secure evidence that can be used later should you wish to have the assailant prosecuted. If you have been victim to an assault, you shouldn't drink, bathe, douche, brush your teeth, change your clothing or comb your hair. You may want to do these things, but this will destroy evidence that can be used to prosecute the assailant. If changing clothes is necessary, clothing worn during the assault should be placed in a bag.
3. **Document the incident.** As soon as you can, write down every detail about the incident, including who was involved, what happened and when, where and how the incident occurred. It is helpful to refer to those notes if being questioned on the matter later.
4. **Request counseling.** Do not hesitate to seek counseling by contacting the Director of Global Health and Wellness Services or the counseling service at your school or place of work. Counseling can help you cope with the experience of a traumatic event.
5. **Report the matter to the police.** In an emergency, dial 911. Otherwise, you can file a report with the police at the 26th Precinct at 520 West 126th St. between Old Broadway and Amsterdam Ave. (212-678-1311). The detectives can help you determine the avenues available to you under criminal law. If, in the future, someone else is victimized by that person and lodges a complaint, the police will be aware that there were prior complaints.