

## **APPENDIX A**

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802  
(213) 590-5512

Date: May 29, 1981  
To: Presidents  
From: Harry Harmon  
Executive Vice Chancellor  
Subject: Transmittal of Executive Order No. 345  
"Prohibition of Sexual Harassment"

Enclosed herewith are five copies of Executive Order No. 345 "Prohibition of Sexual Harassment." This document constitutes the systemwide policy statement of The California State University and Colleges requiring each campus and the Office of the Chancellor to maintain a working and learning environment free from sexual harassment for students, employees, and those who apply for student or employee status. This policy is consistent with applicable federal guidelines on this subject. Further, the policy was developed in the context of the existing CSUC complaint procedures and recognizes that sexual harassment complaints will be resolved in accordance with such procedures (e.g. grievance, disciplinary, or other).

It is important that campuses and the Office of the Chancellor widely publish notice that sexual harassment will not be tolerated.

The University environment must be one in which injured parties will feel free to come forward with legitimate complaints. Equity and fairness also require that persons designated to receive complaints of sexual harassment be trained and sensitive to recognize those instances which lack substance.

It is your responsibility as President to implement Executive Order No.345 where applicable and to maintain the campus repository and index for all Executive Orders

Em:sc

Attachments

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**Distribution:** Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Associate Vice Presidents/Deans, Faculty Affairs  
Deans of Students  
Personnel Officers  
Affirmative Action Officers  
Chancellor's Staff

**THE CALIFORNIA STATE UNIVERSITY AND COLLEGES**  
**OFFICE OF THE CHANCELLOR**  
**400 Golden Shore**  
**Long Beach, California 90802**

**Executive Order No.:**

**345**

**Title:** **Prohibition of Sexual Harassment**

**Effective Date:** **June 1, 1981**

**Supersedes:** **No Prior Executive Order**

It is the policy of The California State University and Colleges that each campus and the Office of the Chancellor maintain a working and learning environment free from sexual harassment of its students, employees and those who apply for student or employee status. All students and employees should be aware that The California State University and Colleges is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

Sexual harassment includes such behavior as sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature directed towards an employee, student, or applicants when one or more of the following circumstances are present:

- Submission to or toleration of the conduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
- Submission to or rejection of such conduct is used as a basis for a personnel decision or an academic evaluation affecting an individual;
- The conduct has the purpose or effect of interfering with an employee's work performance, or creating an intimidating, hostile, offensive or otherwise adverse working environment;
- The conduct has the purpose or effect of interfering with a student's academic performance, creating an intimidating, hostile, offensive or otherwise adverse learning environment, or adversely affecting any student.

In determining whether conduct constitutes sexual harassment the circumstances surrounding the conduct should be considered.

In order to ensure adherence with The California State University and Colleges policy, the President and the Chancellor shall designate those responsible for receiving complaints of sexual harassment. Once selected, the names and titles of those persons shall be publicized.

Established California State University and Colleges disciplinary, grievance or other complaint procedures, as appropriate, will serve as the mechanism for resolving complaints of sexual harassment.

Efforts should be made to publicize such procedures; and their application to sexual harassment complaints.

To maintain a learning and working environment free from sexual harassment, the campuses are encouraged to educate the campus community, students, and employees regarding sexual harassment. The Office of the Chancellor will make available training for persons designated to receive complaints of sexual harassment.

**SIGNED**  
Glenn S. Dumke, Chancellor