



## **POLICY ON SEXUAL MISCONDUCT**

### Policy Statement

The Chicago Psychoanalytic Institute (the “Institute”) prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. In furtherance of this policy, the Institute has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as Institute vendors, contractors, visitors, guests, volunteers, interns, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, gender expression, or any other protected category of any of the individuals involved.

### Jurisdiction

The Institute may investigate any alleged violations of this policy that occur in the context of an Institute program or activity or that otherwise affect the Institute’s working or learning environments, regardless of whether the alleged conduct occurred on or off campus. In situations where the alleged sexual misconduct occurred outside of the context of an Institute program or activity or where the respondent is not a member of the Institute community (including when the respondent has graduated or left the Institute), the Institute typically will not conduct an investigation, but may address the situation and provide appropriate resources to impacted individuals and, where appropriate, the broader Institute community.

### Purpose

The Institute is committed to fostering an environment in which all members of the community are safe, secure, and free from sexual misconduct of any form.

The Institute expects that all interpersonal relationships and interactions—especially those of an intimate nature—will be based on mutual respect, open communication, and clear consent. When learning of conduct or behavior that may not meet these standards, community members are expected to take an active role in upholding this policy and promoting the dignity of all individuals.

### Audience

All members of the Institute community, including students, faculty, staff, vendors, contractors, students, patients, visitors, guests, volunteers, interns, and third parties.

### Reference

Preventing Sexual Violence in Higher Education Act and Understanding Your Rights Policy

## Implementation

### I. Policy

#### A. Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. The Institute strongly encourages its community members to communicate – openly, honestly, and clearly – about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity. When determining whether consent was present, the Institute will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity. For purposes of this policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate contact.

Consent must be all of the following:

**Knowing:** Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

**Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not, in and of themselves, be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location or going on a date.

**Voluntary:** Consent must be freely given and cannot be the result of respondent’s intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

**Present and ongoing:** Consent must exist at the time of sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally, the age of consent is seventeen in Illinois), physical condition, or disability that impairs the individual’s ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to: •

Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance); • Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction); • Inability to effectively communicate for any reason (for example, slurring speech).

## **B. Prohibited Conduct**

The Institute prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of the institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. Therefore, the Institute prohibits the actions listed below. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

For purposes of this policy, sexual misconduct includes the following:

### 1) Sexual Assault

- a. Sexual penetration without consent (e.g., rape): Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.
- b. Sexual contact without consent (e.g., fondling): Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
- c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state in which the incident occurred.
- d. Statutory rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.

### 2) Sexual Exploitation: Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information, images, or recordings about another person without that person's consent;

- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

3) Stalking: Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) and/or suffer substantial emotional distress.

Conduct that can amount to stalking may include two or more unwanted actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means such as social media), including but not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person's property, residence, or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person's property (including pets); or
- Engaging in other unwelcome contact.

4) Dating/Domestic Violence:

Physical abuse, psychological/emotional abuse, or sexual abuse between persons in an intimate relationship where the conduct is so severe, pervasive, or persistent as to significantly interfere with an individual's ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a reasonable person would find the behavior to be abusive) and subjectively (meaning the impacted individual felt the behavior was abusive). These actions may include, but are not limited to:

- Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling;
- Psychological/emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with one's children;
- Sexual abuse: attacks on sexual parts of the body, treating one in a sexually demeaning manner, coercing, or attempting to coerce any sexual contact or behavior without consent.

Individuals encompassed in the definition of Dating Violence include, but are not limited to:

- Persons who have or have had a dating relationship;
- Persons who have or have had a social relationship of a romantic or intimate nature.
- Current and former spouses;
- Current and former domestic partners;
- Intimate partners or dating partners who share or formerly shared a common dwelling;
- Persons who otherwise have a child in common or share a relationship through a child.

## 5) Sexual Harassment:

Sexual harassment is any unwelcome conduct of a sexual nature where: submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any Institute program and/or activity, or is used as the basis for Institute decisions affecting the individual (often referred to as "quid pro quo" harassment); or such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the Institute's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile). Men as well as women can be victims of sexual harassment, and the harasser and the victim can be of the same sex. Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging, brushing of the body, pinching, patting, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary or unwelcome references to parts of the body;
- Remarks about a person's gender, nonconformity with gender stereotypes, or sexual orientation;
- Sexual innuendoes, suggestive comments, or sexual jokes or humor;
- Suggestive or insulting noises, leering, or whistling;
- Obscene language or gestures;
- Sexual graffiti, pictures, posters, or other visual sexual material;
- Sexually explicit profanity;
- Insults or threats based on gender;
- E-mail, texting ("sexting"), voicemail, social media, and Internet use that violates this policy.
- All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

### **C. Reporting Obligation**

- 1) Sexual misconduct: All Institute employees, faculty and independent contractors (unless they are a resource listed below involved with providing counseling and victim assistance) are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the Institute to the Dean or their designee. The Institute encourages all individuals to report sexual misconduct.
- 2) Incidents involving minors: All Institute employees, students, volunteers, and third-party contractors are obligated to report to the Illinois Department of Children & Family Services or applicable state agency (as well as Institute Police, in emergency situations) any suspected abuse and/or neglect of a child.
- 3) Incidents may be reported electronically, confidentially or anonymously via email, website or telephone hotline by a survivor, bystander or third party (see Appendix A for reporting options). All reports will generally receive a response within 12 hours.

## **D. Retaliation**

The Institute strictly prohibits retaliation against any member of its community for reporting in good faith an incident of sexual misconduct or for participating in good faith, in any manner, in an investigation or hearing related to a report of sexual misconduct. The Institute considers such actions to be protected activities in which all members of the Institute community may freely engage. Members of the community are prohibited from engaging in actions, directly or through others, which are aimed to dissuade a reasonable party or a witness from reporting sexual misconduct or participating in an investigation or hearing.

## **E. Amnesty for Sexual Misconduct Complainants and Witnesses**

The Institute encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. The Institute recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action by the Institute for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the Institute determines that the violation was serious and/or placed the health or safety of others at risk. Amnesty does not preclude or prevent action by police or other legal authorities. This Amnesty provision shall also apply to student groups making a report of sexual misconduct.

## **F. Free Expression and Academic Freedom**

The Institute is firmly committed to free expression and academic freedom. The Institute is equally committed to creating and maintaining a safe, healthy, and harassment-free environment for all members of its community, and firmly believes that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the Institute community are not protected expression or the proper exercise of academic freedom. The Institute will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual's statements or speech.

## **II. Procedures**

### **A. Seeking Medical Assistance**

Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should, do next. Regardless of whether the individual chooses to report the incident, the Institute strongly encourages survivors of any form of violence to seek medical attention as soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and, where appropriate, also address concerns regarding sexually transmitted infections and pregnancy, and provide emergency contraception (if requested). In addition, a hospital can test for the presence of alcohol or drugs (e.g., "date rape" drugs) and perform a rape evidence collection

procedure (see Procedures Section II(B)), which are also strongly recommended to maintain all legal options.

Medical services are available nearby the Institute at:

**Northwestern Memorial Hospital, Emergency Department (24 hours)\*  
251 E Huron Street, Chicago**

*\*Evidence collection kit available at no charge; Advocate from Rape Victim Advocates will be present to provide support services, if desired.*

## **B. Preserving Evidence**

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the Institute, the Institute strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future. Additionally, such evidence may be helpful in pursuing a complaint with the Institute. While the Institute does not conduct forensic tests for parties involved in a complaint of sexual misconduct, results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in an Institute investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident.

General evidence preservation suggestions:

- In order to best preserve their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual misconduct.
- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample)
- Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.
- Even if survivors choose not to make a complaint with the Institute regarding sexual misconduct, they may consider speaking with Police or other law enforcement to preserve evidence.

Evidence preservation suggestions specific to sexual assault:

- Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination

and/or evidence collection. Under Illinois law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or Illinois Public Aid will be covered by the Illinois Department of Healthcare and Family Services, and should not be billed to the patient.

- An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.
- If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility, or the police in a non-plastic (e.g., paper) bag.
- In Illinois, individuals who have been sexually assaulted may allow the collection of evidence even if they choose not to make a report to law enforcement. After the evidence is collected, Illinois law requires hospital staff to store it for two weeks. A sexual assault evidence collection kit may not be released by an Illinois hospital without written consent from the survivor.

### **C. Confidential Support, Advocacy, and Counseling**

The following resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the Institute, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where federal or state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the Institute and will not result in a response or intervention by the Institute. A person consulting with a confidential resource may later decide to make a report to the Institute or law enforcement.

#### **On-Campus Confidential Resources:**

The Ethics Committee is available to advise complainant about options and resources, including counseling services.

#### **Off-Campus Confidential Resources:**

The following hotlines provide 24 hour (7 days/week) crisis counseling and information regarding sexual assault, dating violence, and stalking. Survivors and friends of survivors can call. The hotlines can also provide information on local hospitals, such as what hospitals will have a victim advocate or SANE (Sexual Assault Nurse Examiner) available.

- Chicago Metro Rape Crisis Hotline (YWCA): (888) 293-2080
- Chicago Domestic Violence Line: (877) 863-6338
- Evanston Domestic Violence Line (YWCA): (877) 718-1868
- RAINN: Rape, Abuse & Incest National Network (800) 656-HOPE <https://hotline.rainn.org/> (online hotline)

- Center on Halsted (LGBTQ Services) 3656 N. Halsted St, Chicago (7 days a week, 8 a.m. to 9 p.m.) LGTBQ Violence Resource Line: (773) 871-2273 (Monday to Friday, 9 a.m. to 5 p.m.) <http://www.centeronhalsted.org/> Services include: counseling services; connecting individuals with professional help, law enforcement, agencies, services, and other providers.
- Rape Victim Advocates Main Office: 180 N. Michigan Ave, Suite 600, Chicago (312) 443-9603 [www.rapevictimadvocates.org](http://www.rapevictimadvocates.org) Services include: medical and legal advocacy, counseling services (individual and group). Services are free for survivors or friends/partners of survivors.
- Life Span Center for Legal Services and Advocacy 70 E. Lake Street, Suite 700, Chicago (312) 408-1210 [life-span@life-span.org](mailto:life-span@life-span.org) [www.life-span.org](http://www.life-span.org) Services include (for survivors of DV and SV and stalking): legal services, legal advocacy (i.e. assistance with Orders of Protection, etc.), and counseling.

#### **D. Reporting Sexual Misconduct**

The Institute strongly encourages reporting of sexual misconduct. Members of the Institute community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the Institute or law enforcement. If the reporting party does not wish to participate in the investigation, the Institute may proceed with an investigation based on the information available if it determines that an investigation is warranted. In such cases, the Institute will take all reasonable steps to protect the confidentiality of the complainant, to the extent consistent with its obligations to investigate and take appropriate responsive measures. The information below is for individuals who wish to report incidents of sexual misconduct.

##### 1) Reporting Incidents to Law Enforcement

The Institute encourages individuals to report incidents of sexual misconduct to local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence, and may lead to the arrest of an offender or aid in the investigation of other incidents. An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. It is important to know that reporting the incident to police does not mean an individual is obligated to testify in court.

##### 2) Reporting Incidents to the Institute

An individual who has experienced sexual misconduct has the right to choose whether to report the incident to the Institute. As stated in Policy Section I(C), all Institute employees (including student employees) are obligated to promptly report incidents of sexual misconduct of which they become aware during the scope of their work for the Institute. Further, students, bystanders, and third parties who have observed or have been made aware of sexual misconduct may report the incident to the Institute. The Institute provides the option for making reports in person, by email, by regular mail, by phone, electronically, and anonymously (see Appendix A for reporting options). Additionally, complaints of sexual harassment may be made by staff members by following the complaint procedures set forth in Section 801 of the Institute's Employee Handbook.

## **E. Interim Measures and Accommodations**

Interim measures and accommodations are reasonable measures the Institute can put in place for an individual who reports having experienced sexual misconduct. Interim measures and accommodations can provide immediate support and help protect the individual's safety and ability to access their education and employment, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation, but can become permanent. Interim measures and accommodations include, but are not limited to:

- A no-contact directive issued by the Dean;
- Adjustment of a respondent's course schedule, placing a respondent on leave, or other changes to a respondent's academic situation;
- Where requested, adjustment to a complainant's course schedule or academic situation;
- Changes to the respondent's work schedule or other changes to the respondent's employment situation, such as placing the respondent on a leave of absence from work;
- Time off from class or work, or a leave of absence when requested by the complainant;
- Safety planning;
- As feasible, honoring an order of protection entered by a court if the Institute has been notified of the order and its terms.

Interim measures and accommodations are available regardless of whether an individual chooses to report an incident to local law enforcement or pursue a complaint with the Institute and accommodations are implemented as soon as possible.

The Institute will keep confidential any interim measures and accommodations provided, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide these measures.

## **F. Investigation and Resolution of Alleged Policy Violations**

- 1) Reporting an incident of sexual misconduct or retaliation to the Institute can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party, who is determined to have violated this policy (see Consequences of Violating this Policy below). The Institute has generally designated the Dean to receive and oversee complaints of sexual misconduct and retaliation. Institute groups, including student groups, and departments are expected to report concerns to the Dean, or their designee, and not to take action outside of the Institute's complaint resolution process. Upon receiving a report of sexual assault, sexual exploitation, stalking, dating or domestic violence, or sexual harassment under this Policy, the Dean, or their designee, will provide the complainant with information about their rights and options. The Institute's Complaint Resolution Procedure for reports of violations of this policy will be prompt, fair, and impartial. Both parties will have the option to present their case including by providing relevant witnesses and documents. Written notification of the outcome of the Complaint Resolution Procedure will be provided within 7 days after a decision has been reached. There is no time limit for when an incident of sexual misconduct may be reported; however, reports should be made as soon as possible after the incident, preferably within one year, because the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less reliable.
- 2) Privacy and sharing of information: The Institute considers complaints and investigations conducted under this policy to be sensitive matters for the parties involved. For that reason, the Institute will protect the identity of persons involved in reports of sexual misconduct to the best of

its ability. The Institute will only share personally identifiable information with persons with a need to know, in order for the Institute to investigate and respond or to deliver resources or support services.

However, the Institute cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints. Most situations require the disclosure of the complainant's identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the Institute and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the Institute's ability to investigate and respond to the complaints may be limited.

## **G. Educational Training, Awareness, and Prevention Programs**

The Institute offers a variety of training, awareness, and prevention programs to help prevent sexual misconduct within the Institute community. The Institute strives to ensure that such programming is developed to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness, and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Additionally, the Institute provides annual training to investigators, and hearing panel members are trained on issues related to sexual misconduct, investigation, and resolution.

## **H. Consequences of Violating this Policy**

### 1) Sexual Misconduct Violations:

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Conduct review
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling
- Required training or education
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay
- Suspension without pay

- Exclusion
- Expulsion
- Termination of employment
- Termination of contract (for contractors)

The Institute may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Employee Handbook, Faculty Rules and Regulations, and other policies or handbooks that may be developed over time, or contracts.

In addition, the Institute may take steps to remediate the effects of a violation on victims and others. Following an investigation, the Institute may implement accommodations, and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the Institute community. Such measures may include, but are not limited to, the measures referenced above as well as counseling, training, and other measures.

## 2) Retaliation

Individuals who are found to have engaged in retaliation are subject to disciplinary action that may include, but is not limited to, any of the sanctions and corrective actions listed in Section II(H)(1) above, up to and including exclusion, expulsion, or dismissal from the Institute; or termination of employment, including revocation of tenure. Sanctions for retaliation may be applied regardless of whether there is a finding on the underlying complaint that sexual misconduct has occurred.

### **I. Annual Training**

The Institute will generally conduct annual survivor-centered training for students, employees, faculty and others to improve awareness and responsiveness to allegations of sexual violence.

### **J. Annual Reporting**

The Institute will collect, compile and report to the Illinois Attorney's General Office, information regarding training and prevention programs, incidents, reports and complaint resolution outcomes.



## Appendix A

### Summary of Information on Reporting Sexual Misconduct, Receiving Support (including confidential support) and Resources Options and Resources

How can the Institute help?

Knowing what options and resources are available will be helpful if you or someone you know experiences sexual misconduct.

Persons who may have experienced sexual misconduct have options:

1. Seek Medical Attention
2. Speak with On-Campus Confidential Resources
3. Access Off-Campus Resources
4. Contact the Police Contact the Dean
5. Send a confidential email to [harassment@chicagoanalysis.org](mailto:harassment@chicagoanalysis.org)
6. Call the confidential and anonymous sexual misconduct hotline at: 312-897-1415
7. Request Protective Measures
8. Preserve Evidence

More detailed information about each of these options is provided below and in the Institute's Policy on Sexual Misconduct.

#### **1. Seek Medical Attention**

Individuals who have been sexually assaulted may choose to go to the emergency room.

If the survivor chooses not to go to the emergency room, s/he should still consider seeing a private doctor or a clinician

#### **2. Speak with On-Campus Confidential Resources**

Students have the following confidential resource available:

Counselors listen and help survivors work through any anger, pain, sadness, relationship issues or negative coping mechanisms that may be related to sexual misconduct. Sometimes the effects are felt long after an incident occurred. It is never too late to seek counseling, even months or years later.

#### **3. Access Off-Campus Resources**

Regardless of whether an individual wants to officially report sexual misconduct, s/he may explore independent counseling options.

Private Hospitals with physical and mental health resources available:

- Northwestern Memorial
- Rush Presbyterian St. Luke's Medical Center
- University of Illinois Hospitals

#### **4. Contact the Police**

There is no right or wrong way for a survivor to proceed after an attack. The decision to report an assault to the police is a personal one.

You should help a student or colleague make a police report if they want your help, but if they do not want to, you should also respect that decision. Publicity, concerns over re-victimization, poor historical treatment at the hands of the police, or fear of being jailed are examples of reasons a survivor might not want to involve the police.

#### **5. Make a Report to the Institute**

Incidents may be reported electronically, confidentially or anonymously in person or via email, website or telephone hotline by a survivor, bystander or third party. All reports will generally receive a response within 12 hours.

To report sexual misconduct to the Chicago Psychoanalytic Institute:

Contact:           The Office of the Dean  
                           122 S. Michigan, Chicago IL 60603 Suite 1300  
                           312 922 7474

Send a confidential email to: [reportsexualmisconduct@chicagoanalysis.org](mailto:reportsexualmisconduct@chicagoanalysis.org)

Call the confidential and anonymous sexual misconduct hotline at: 312-897-1415.

Submit a confidential and anonymous report through the Institute's website at [www.chicagoanalysis.org](http://www.chicagoanalysis.org).

#### **6. Request Interim Measures and Accommodations**

The Institute can put in place reasonable interim measures and accommodations to provide support to an individual who reports having experienced sexual misconduct. Such measures include academic assistance, housing relocation for the complainant when requested, time off from class for the complainant when requested, student financial aid arrangements, transportation arrangements, no-contact directives, and workspace or housing relocation or leave of absence for the respondent.

#### **7. Preserve Evidence**

The Institute encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible as this may preserve more options for them in the future. Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident:

- Preserve evidence of electronic communications like text messages, pictures, and/or social networking pages by saving them and/or taking screen shots.

- If there is a suspicion that a drink may have been drugged, inform a medical assistance provider and/or police as soon as possible so they can collect evidence (e.g. from the drink, through urine or blood sample).
- Because evidence that may be located on the body can dissipate quickly, consider going to a hospital or medical facility immediately to seek a medical exam. If possible, do not shower, brush teeth, or eat before going to the hospital or seeking medical attention, and do not wash clothes or bedding.