Discrimination and Harassment are abuses of power which are contrary to the law and to the policies of The University of Western Ontario. If you are experiencing discrimination or harassment, consider the following strategies for addressing the problem:

1. **Approach the Individual Directly**
   - if you feel safe and comfortable doing so, approach the person who is acting inappropriately
   - try to be open and polite: the person may not be aware of how their behavior is making you feel
   - tell the person that what they are doing or saying is making you feel uncomfortable and why
   - tell the person that you wish them to stop behaving that way
   - keep a note of the date, time and details of the conversation

2. **Drop off a Highlighted Policy**
   - if approaching the person is not an option (and for many people it isn’t) and you do not wish to let your identity be known, there are still steps you can take
   - obtain a copy of Western’s policy on Non-Discrimination/Harassment, the applicable non-discrimination/harassment clause from your employment agreement or the Ontario Human Rights Code
   - highlight the appropriate sections that apply to the person’s behavior
   - put the highlighted policy in an envelope with the person’s name on it
   - drop it off in the person’s mailbox, slide it under the person’s door or leave it on their desk
   - the person may then realize their behavior is inappropriate and stop it

3. **Write a Letter**
   - if you do not wish to speak to the person but still want to let them know how their behavior is affecting you, a letter may help
   - draft the letter in the following manner:
     1. Give an objective statement of the facts as you perceive them, including dates, times, places and a description of the incidents that you consider to be inappropriate
2. Express how you feel about the incident you have described. Let the person know how the incidents have affected you: “I no longer feel I can trust you”, “I can’t eat or sleep”, “I had to drop your class”, “I am depressed and upset”

3. State clearly what you want to happen next: “Our friendship is over - I do not want you to contact me ever again”, “I want our relationship to be purely professional from now on”, “I want a written apology from you”, “I want to make arrangements to have my work graded by someone else”, “I want to be judged by my accomplishments, not by the colour of my skin”

- keep one copy of the letter for your records, in case you later need to prove you wrote and sent it
- deliver the original, signed and dated letter to the person, either by registered mail, by having a friend deliver it or by delivering it yourself

Acknowledgement: Mary Rowe, “Dealing with Sexual Harassment”, HARVARD BUSINESS REVIEW, Mary-June 1981, p.43

4. **Come to Equity and Human Rights Services**

- If you do not feel these other options are appropriate, or if you have tried some of them with no result, or if you just want to talk to someone who understands the issues, contact Equity and Human Rights Services
- Our conversations with you will remain strictly confidential (unless we perceive a danger to yourself or to others)

**EQUITY AND HUMAN RIGHTS SERVICES**

Equity and Human Rights Services is here to support the University in its goal to provide an environment free of discrimination or harassment for all its students, staff and faculty. For individuals who feel they have experienced discrimination or harassment, we can provide advice and assistance in resolving complaints.

**Hours:** 8:30 a.m. to 4:30 p.m., Monday to Friday  
Evening and Weekends by appointment

**Location:** Rm 330-335, Arthur and Sonia Labatt Health Sciences Building  
The University of Western Ontario  
London, Ontario N6A 5B9

**Contact:**  
Tel: (519) 661-3334 or Ext. 83334  
Fax: (519) 661-2133  
Email: equity@uwo.ca  
Website: www.uwo.ca/equity