

## **SEAFARERS HARRY LUNDEBERG SCHOOL OF SEAMANSHIP SEXUAL MISCONDUCT POLICY**

The Seafarers Harry Lundeberg School of Seamanship (“School” or “SHLSS”)<sup>1</sup> prohibits sexual misconduct by all members of the School’s community, which include: all apprentices, upgraders, students, instructors, administrative and support personnel and other staff, contractors, family members and any visitors to the campus. This policy applies on the School’s campus, on the training vessel, and off campus.

SHLSS is committed to providing an environment in which all members of the community are treated with respect, and can feel safe and supported. SHLSS encourages School community members to report any suspected violations of this policy. The School takes all reports seriously, and will promptly investigate all reports to determine the appropriate response. SHLSS prohibits retaliation against a person for reporting an incident of sexual misconduct.

### **Consent**

Consent is the voluntary agreement, freely given and communicated clearly, between individuals to engage in specific sexual activity. A verbal, affirmative statement of consent can help individuals understand and respect each other’s boundaries. A person who is asleep, or physically or mentally incapacitated due to the effects of drugs or alcohol or for some other reason, is not capable of giving consent. The fact that the parties previously engaged in sexual activity with each other does not mean that either party consents to sexual activity in the future. It is essential that you understand consent to avoid possible sexual misconduct.

### **Definition of Sexual Misconduct**

Sexual Misconduct can occur between individuals of all genders or gender identities, and can occur between students, students and staff, or among staff members; and includes all of the following behaviors:

**Sexual Harassment** : Any **unwelcome** sexual advance, request for sexual acts, or verbal or physical conduct of a sexual nature. Sexual harassment includes unwelcome conduct such as touching; sexual jokes or remarks, either in person or via e-mail, phone, text, tweet or voice message, or other electronic means; comments about a person’s body; displays of sexually suggestive materials; offering benefits in exchange for sexual acts; pressuring a person to have sex (especially when the person doing the pressuring is in a position of power or authority); or threatening a person about the consequences of refusing to perform or engage in a sexual act.

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<sup>1</sup> Please note that SHLSS is not governed by Title IX of the Education Amendments of 1972, as its educational programs do not receive federal funds.

- Stalking: Repeated unwanted attention (physical, verbal or electronic) directed toward another person that is serious enough to cause fear or create a hostile environment.
- Sexual Assault : Any **non-consensual** sexual contact or behavior, including rape, attempted rape, unwanted sexual touching, or forcing a victim to perform a sexual act.
- Relationship/Dating Violence: Sexual or physical abuse, or threat of such abuse when the people involved have had a romantic relationship with each other .

### **Reporting Sexual Misconduct**

If you believe you have experienced any form of sexual misconduct, including sexual harassment, sexual assault, or stalking, by a person who is a student, an employee, or anyone else on the SHLSS property, the School encourages you to promptly report this behavior to **Priscilla Labanowski**, Director of Vocational Education, extension 5202, or if you are an apprentice, you may report it to the Commandant, **John Romer**, extension 5430. If neither of these individuals are available, or if you prefer, you may report the misconduct to **Sharon Thompson, RN**, Clinical Nurse, extension 5435. You may also report to another staff member if it is easier for you.

You also have the option to submit a report anonymously, by using the QR code that is posted throughout the campus.

If you have been sexually assaulted or are the victim of relationship violence, the School encourages you to immediately seek assistance. The School suggests that you report the incident to **Sharon Thompson, RN**, Clinical Nurse, extension 5435, as soon as possible. If an incident occurs in on a weekend, or in the evening or late at night at a time when Sharon Thompson, John Romer and Priscilla Labanowski are unavailable, you should immediately notify the front desk, who will contact the appropriate authorities. School staff are unable to perform a Sexual Assault Forensic Exam. If such an exam is necessary, SHLSS will arrange transportation to the closest hospital, which is:

**MedStar St. Mary's Hospital**  
**25500 Point Lookout Road, Leonardtown, MD 20650**  
**Telephone: (301) 475- 8981**

St. Mary's Hospital provides Sexual Assault Forensic Exams (SAFE), which are performed by specially trained nurses. There is no cost to the victim for this exam. The exam must be performed within 5 days of the assault.

You may report sexual misconduct at any time, but be aware that if you choose not to notify SHLSS at the time an incident occurs, it may be more difficult for the School to conduct an adequate investigation.

When sexual assault or other criminal conduct is alleged or suspected, SHLSS will coordinate with the local law enforcement agency to inform the victim of their right to file a criminal complaint. The local law enforcement agency is:

**St. Mary's County Sheriff's Office**  
**For Emergencies: 911**  
**For other situations of concern: (301) 475-8008**

### **SHLSS Procedure for Investigating Allegations of Sexual Misconduct**

The School will conduct a thorough investigation whenever it receives a report of sexual misconduct. If a victim of sexual misconduct asks the School not to take any action, the School will make a determination based upon the seriousness of the offense, and the risk to other members of the School's community.

SHLSS recognizes the sensitive nature of information about sexual misconduct. The School will not publicly disclose any information about the victim, and will share information with only those individuals who have a need to know, for example those involved in the investigation or disciplinary process. However, in order to investigate a complaint, the School cannot guarantee confidentiality, as it may be necessary to identify the victim during the course of the investigation. The School will not disclose any personal information about the victim of sexual misconduct without their consent.

All reports of sexual misconduct will be investigated by a committee consisting of the following individuals:

- Monica Szepesi, Curriculum Coordinator
- Wayne Johnson, Director of Admissions

The Investigating Committee will interview all parties involved, as well as any witnesses. The Committee will also collect and review all relevant evidence, such as video surveillance footage, photos, emails, texts, etc. The Committee will then make a determination on appropriate disciplinary actions based on the evidence.

If the Committee finds that School policy has been violated, it will take appropriate disciplinary action against that person, up to and including dismissal from the School. A person whose misconduct violates state or federal law may also be subject to criminal charges and penalties.

Any instructor or other staff member at the School found in violation of this policy shall be subject to disciplinary action, up to and including termination of employment, depending upon the circumstances. In the event that a subcontractor violates this policy, the School will terminate their contract, and bar them from the campus. A visitor who violated this policy will be not be permitted on the premises.

SHLSS will not retaliate against any person for making a report of an incident of sexual misconduct in good faith.

**Support Available to Victims of Sexual Harassment, Assault or other Sexual Misconduct**

- **RAINN**, <https://rainn.org> – If you or someone you know has experienced sexual assault, you are not alone. RAINN’s National Sexual Assault Hotline offers free, confidential, 24/7 support in English and Spanish at **800.656.HOPE (4673)**. Additional information is on their website.
- **Maryland Coalition Against Sexual Assault (MCASA)**, <https://mcasa.org> – Their website has information about what to do after a sexual assault, rape crisis centers, legal rights, health services, how to help a friend who has been assaulted, and other resources.
- **The Southern Maryland Center for Family Advocacy, St. Mary’s County Rape Crisis Center**, <https://www.smcfa.net/rape-crisis-center> – Services they provide include: counseling, accompaniment to medical appointments (after sexual assault), emergency shelter, and court accompaniment.

SHLSS will assist a victim of sexual misconduct in locating counseling and other support services. In addition, SHLSS will make accommodations necessary to ensure the safety and security of the victim. If requested, the School will move the victim to a different room. If the victim prefers to leave the School, he or she may do so, and may return to SHLSS at another time, without a penalty.

**Dissemination of this Policy**

The School will provide a copy of this Policy to all upgraders upon check-in, to all apprentices upon arrival, and to all other individuals who attend the School for training. A link to this Policy is contained on the website [www.seafarers.org](http://www.seafarers.org) in the section that discusses SHLSS. The Policy will also be included in the employee handbook for employees of SHLSS.

**Acknowledgment of Receipt of Policy**

My signature below confirms that I have received a copy of the SHLSS’ Sexual Misconduct Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name