

Other forms of and Eliminating Discriminatory Harassment

Policy/Procedure

Other Forms of Discriminatory Harassment

Harassment based upon race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected class is strictly prohibited. These characteristics are personal in nature and are protected under federal and state laws. The college prohibits all forms of harassing conduct based upon these protected characteristics. No employee should be subjected to harassment or discriminated against because he or she is a member of a certain group.

Certain conduct that may constitute discriminatory harassment includes, but is not limited to: preferential or derogatory treatment based upon protected characteristics; using insulting or degrading language that would reasonably offend members of a given race, color, religion, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other protected group; distributing or displaying any written or graphic materials that would be offensive to members of any protected group; and using racial, religious, or ethnic epithets.

The college is committed to eliminating all forms of discriminatory harassment from the workplace. While, some discriminatory stereotypes and prejudices unfortunately still exist in our society, no supervisor, manager or employee may express or act upon such unacceptable feelings and beliefs in the workplace or while conducting business. Any employee, supervisor or manager who commits or condones discriminatory harassment will be subject to disciplinary action, up to and including termination of employment.

Eliminating All Forms of Discriminatory Harassment

The college will take all reasonable measures to ensure that employees are provided with a working environment free from all forms of discriminatory harassment (sexual harassment and other forms of discriminatory harassment). As part of this commitment, the college will act promptly and appropriately upon any information that it obtains that indicates that any discriminatory harassment has taken place. Discriminatory harassment is not appropriate in the workplace and every effort will be made to eliminate it.

All of our employees, supervisors and managers play an extremely important role in our efforts to eliminate discriminatory harassment from our workplace. They must be the college's eyes

and ears. It is absolutely necessary that all employees inform the college immediately if they experience or observe any discriminatory harassment.

In order to make sure that all employees are able to report any discriminatory harassment that they experience or observe to an individual with whom they are comfortable making such a report, the college has established a reporting system that offers all employees a choice concerning the avenue for making such a report. All employees may report discriminatory harassment to any of the following college representatives:

1. employee's supervisor
2. Director of Human Resource Services
3. Dean of Students.

When making a report of discriminatory harassment, it is important that the employee provide as much information as possible, including the details of the alleged harassing conduct, any physical evidence of the harassment that may exist and the names of all employees involved in the harassment, any other employees who may have experienced similar harassment and any individuals who observed or witnessed the harassment. The college will protect the confidentiality of the information provided to the extent possible consistent with the obligation to conduct a thorough and appropriate investigation. In certain circumstances, however, the investigation may disclose the identity of those employees who claim to have been harassed and the other employees involved. The college will not permit any retaliation against an employee who has made a complaint or report of harassment. No employee will suffer any adverse job related consequences as a result of having assisted the college by bringing harassment to its attention. Employees who believe they have been retaliated against in violation of this policy should report the situation to an appropriate management representative immediately. Any individual who is found to have retaliated against any employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

Prompt and appropriate action will be taken pending an investigation to ensure that any discriminatory harassment that might exist does not continue. If the investigation indicates that discriminatory harassment may have occurred, the college will take prompt and appropriate remedial measures to bring the harassment to an end.

Related Information

History/Revision Information

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Also Found In: Handbook for Administrators and Support Staff and Student Athlete Handbook