
E-3f(3)	PROCEDURE	Discriminatory Harassment, Reporting and Responding to Harassment
---------	-----------	---

Reporting and Responding to Harassment

Any person who believes he or she has been subjected to harassment should follow these procedures:

1. The person should inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.
2. If an employee does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the employee may contact the individual(s) designated for the campus.
3. If a student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student may contact the individual(s) designated for the campus.
Two people shall be identified on each campus as individuals to contact if an employee or student believes he/she has been subject to harassment.
4. An aggrieved person alleging: (1) harassment by anyone with supervisory authority or (2) the failure of a supervisor to take action on the complaint should communicate with the Vice President for Access/Equity/Diversity, or follow the grievance procedure outlined in the College Handbook.
5. Allegation of harassment shall be investigated and if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension if the offender is a student.
6. Regardless of the means selected for resolving the problem, the initiation of a complaint of harassment will not cause any reflection on the complainant nor will it affect his/her employment, compensation or work assignments, or status as a student.
7. College employees have an affirmative duty to report conduct they reasonably believe to violate this policy.

Administrative Responsibility

The Vice President for Access/Equity/Diversity is assigned lead administrative responsibility for implementing, monitoring, and ensuring compliance with requirements/expectations pursuant to this policy.