SECTION: Compliance with Federal Law

SUBJECT: Policy Against Harassment and Discrimination

SOURCE REFERENCE: ACCS BOT Policy 601.04

Policy Against Harassment and Discrimination

Introduction

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or non-employee on college property and while engaged in any College sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of

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3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as promptly as possible after the complaint and/or report is made. All complaints and/or reports will be investigated and resolved within forty-five (45) days of receipt; except in extraordinary cases that require more time for completion of the investigation. Both the complainant and alleged offender shall be given periodical updates as to the status of the investigation.

- 4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses identified by the victim or offender, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations.
- 5. Complaints may be resolved through informal or formal procedures. Informal means are encouraged at the beginning point, but the choice of where to begin rests with the complainant. If the Title IX Coordinator, or the person designated by the President to handle the complaint, believes that the matter is sufficiently grave because of the nature of the alleged offense or because the complainant seeks to have a sanction imposed, then formal procedures shall be initiated.

Informal Procedures

- 1. The Title IX Coordinator may notify the alleged offender of the complaint and take whatever steps deemed appropriate to affect an informal resolution that is acceptable to both parties.
- 2. The parties may choose to participate in mediation. If the complaint is resolved informally, no record of the complaint will be entered in the alleged offender's personnel file or student record. However, the Title IX Coordinator will keep a record of the complaint and the resolution. All such records will remain confidential.
- 3. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged offender, then no further action be taken. The alleged offender will receive a statement explaining the resolution of the investigation as conducted under this policy and procedure.
- 4. Some reports of

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grievance/discipline procedures.

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Harassment and Discrimination Review Committee

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