

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.10

Title All Personnel

Harassment

Harassment of employees and students will not be tolerated. This includes incidents within college facilities, college premises, and on other property if the employee or student is at any college sponsored or related activity or function, such as field trips where students are involved in a college-supervised activity or where the employee is engaged in college business.

Harassment includes, but is not limited to, race, creed, color, gender, national origin, religion, age, disability, sexual orientation, other protected basis as defined in Iowa or federal law as amended from time to time, and sexual harassment. Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the College is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the President or Board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

Employees and students who believe they have suffered harassment shall report such matters to one of the designated harassment conciliators.

Upon receiving a complaint, the conciliator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the conciliator to promptly and reasonably investigate claims of harassment and to pass the findings on to the President who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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Harassment (cont.)

No one shall retaliate against an employee or student because the student or employee has filed a harassment complaint; assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge; or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the Board members, administrators, employees, students, and others having business or other contact with the College to act appropriately under this policy. It shall be the responsibility of the President to inform and educate employees or students and others involved with the College about harassment and the College's policy prohibiting harassment.

This policy and accompanying regulations shall only apply when an employee is the victim of an alleged harasser, or an employee is the alleged harasser. It shall be the responsibility of the President, in conjunction with the conciliators, to develop administrative procedures regarding this policy.

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Date of adoption \_\_\_\_\_

Legal Reference: (Code of Iowa)

Date of last revision 12/11/95

216;

Date of current revision 8/13/07

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Related Administrative Procedures and Cross References \_\_\_\_\_

400.11 Grievance Procedure

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