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Harassment Policy

Applying to all students, faculty, staff, administrators and trustees.

Albertson College is committed to providing and maintaining a campus environment free from all forms of harassment and to ensuring that all members of the campus community are treated with dignity, respect and courtesy. Any comments or conduct relating to a person's race, gender, religion, disability, age or ethnic background that fail to respect the dignity and feelings of the individual are unacceptable.

It is a violation of both state and federal law for an employee to discriminatorily harass any other employee or for a faculty member to discriminatorily harass a

student. Verbal or physical conduct that may constitute harassment includes, but is not limited to: actions; words; flirtations; advances; propositions; verbal abuse; jokes; verbal commentaries or degrading words used to describe an individual based on an individual's sex, race, color, age, religion, disability, national origin, veteran status, sexual orientation or any other legally protected characteristics.

The Equal Employment Opportunity Commission has defined sexual harassment in its regulations. That definition is similarly applicable to all other forms of harassment based on protected characteristics of sexual orientation, race, religion, disability, age and ethnic background. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement within the college;
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, abusive or offensive environment.

Any member of the college community who believes he, she or some other member of the college community is a victim of harassment by any member of the Board of Trustees, administrator, member of the staff or faculty, employee or student or any other person in connection with Albertson College should promptly report the matter to the attention of their immediate supervisor, the Department of Human Resources, Dean of Student Affairs or the VPAA. In every case, the Department of Human Resources should be notified of the report to ensure a thorough and prompt investigation, if appropriate. However, the campus disciplinary system applies for investigation and resolution of complaints of harassment made against a student, unless the complaint involves conduct by a student who also is employed by the college and relates to that student's conduct as an employee. If a student believes he or she or some other member of the student community has been the victim of harassment by another student, a complaint should be made as outlined in the campus disciplinary system.

Every member of the Board of Trustees, administrator, member of the staff or faculty, employee or student is covered by and subject to the provisions in this policy. Coverage also includes visitors, campus guests, tourists, vendors, contractors, repair people, sales people or clients who may be engaged in conduct violation of this policy against Albertson College personnel or students.

If an investigation is initiated and conducted by or upon direction of the Department of Human Resources, the process and information will remain confidential to the extent reasonably possible, shared only on a need-to-know basis. If warranted by the investigation, the Department of Human Resources will recommend appropriate discipline, sanctions or other action be taken in response to the report or complaint of harassment. If the subject of the recommended discipline or sanctions is a faculty member, the Department of Human Resources will make a recommendation to the VPAA (unless the VPAA is the subject of the report or complaint, in which case the recommendation will be made to the President). For reports or complaints against non-faculty members, the recommendation by the Department of Human

Resources will be made to the President (unless the President is the subject of the report or complaint, in which case the recommendation will be made to the Chairman of the Board of Trustees). Retaliation against any person filing a report or complaint of harassment is strictly prohibited and disciplinary measures for retaliation will meet or exceed those imposed for harassment.

All temporary, permanent, part-time or full-time and adjunct employees will be required to sign an acknowledgment that they have received, read and understand this policy.

The Department of Human Resources will be responsible for administering the policy and the program, including education for all personnel.