

## **Sexual Harassment Policy**

The Board of Directors of Clatsop Community College is committed to maintaining a working and learning environment that is free from any form of sexual discrimination, including sexual harassment, related to a person's gender, sexual orientation or gender identity or expression. This applies to all staff members, students, vendors, and guests/visitors on campus.

### **Definition**

Sexual harassment is defined as any unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual or gender-based nature when

1. submission to such conduct is either explicitly or implicitly made a term or condition of employment or learning, including grading.
2. submission to, or rejection of, the conduct is the basis for decisions affecting the individual.
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work or student performance or by creating an intimidating, hostile, or offensive working or learning environment.

### **Examples**

Examples of inappropriate behavior include, but are not limited to, the following:

1. Threatening or taking adverse employment action if sexual favors are not granted;
2. Demands for sexual favors in exchange for favorable or preferential treatment;
3. Unwelcome and repeated flirtations, propositions, or advances;
4. Unwelcome physical touchings;
5. Whistling, leering, improper gestures, or offensive remarks
6. Unwelcome comments about appearance; sexual jokes or the use of sexually explicit, derogatory, or otherwise offensive language;
7. The display in the workplace of sexually-suggestive objects or pictures that depict gender or sexual orientation in a derogatory manner.

### **Responsibility of Staff**

1. Staff members are responsible to be aware of this policy and to act in accordance with this policy.
2. Staff members who become aware of sexual harassment have an obligation to report such conduct to the Affirmative Action Officer.
3. Supervisors who receive reports of sexual harassment must notify the Affirmative Action Officer immediately.

### **Responsibility of Students**

1. Students are responsible to be aware of this policy and to act in accordance with this policy.
2. Students, including student employees, who become aware of sexual harassment have an obligation to report such conduct to the Affirmative Action Officer.

### **Reporting Sexual Harassment**

1. Employees *who believe they* are subject to sexual harassment should notify the Affirmative Action Officer immediately. In the event that the Affirmative Action Officer is not available, or is involved in the harassing behavior, the employee should notify a Vice President or the President.
2. Students who *believe they* are subject to sexual harassment should notify the Dean of Students immediately. In the event that the Dean of Students is not available, or is involved in the harassing behavior, the student should notify the VP of Instruction/Student Services or the Affirmative Action Officer.
3. A person who is uncertain about where to report sexual harassment, should notify any College supervisor of the situation. Supervisors who receive a report of sexual harassment must report the complaint to the Affirmative Action Officer.

### **Complaint Process**

The President will designate responsibility for developing internal procedures for the informal and formal resolution of complaints of sexual harassment.

Retaliation against anyone who reports sexual harassment will not be tolerated.

If an employee or student is found to be in violation of the College's policy prohibiting sexual harassment, he/she may be subject to discipline up to and including termination or expulsion.

Vendors who violate the College's policy prohibiting sexual harassment may have their contracts terminated or otherwise have their privileges withdrawn by the College. Visitors and guests are similarly subject to the College's prohibition against sexual harassment and will be subject to appropriate actions if found in violation.

### **Posting/Training**

The Sexual Harassment policy and complaint procedures will be published in student and staff handbooks.

Staff members will participate in periodic training in the College's sexual harassment policy and complaint process.

END OF POLICY

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### **Legal References:**

Title VII of the Civil Rights Act of 1964, as amended

ORS 659.010- 659.150

See also: Discrimination Complaint Procedure, 1.001P