



Harassment, Discrimination and Retaliation Complaint Form

Clatsop Community College strives for a culture and climate in which all members of our academic community can be successful. We are committed to providing an educational and employment environment that values individuals of diverse backgrounds who can advance the college's mission and support a learning and workplace setting free from discrimination and harassment. In keeping with this commitment, the College expects all employees and students to conform to the requirements of federal and state laws as standards of conduct mandated concerning discrimination and harassment matters.

We take these matters very seriously and will continue to adhere to all College guidelines regarding discrimination, harassment and retaliation.

Complaints involving Title IX, should follow the Title IX complaint process found in BP 3433, AP 3433 and AP3434.

Please see the following policy and corresponding procedures:

- BP 3430 – Prohibition of Harassment
 - <https://www.clatsopcc.edu/wp-content/uploads/BP-3430-Prohibition-of-Harassment.pdf>
- AP 3430 – Prohibition of Harassment
 - <https://www.clatsopcc.edu/wp-content/uploads/AP-3430-Prohibition-of-Harassment.pdf>
- AP 3432 – Workplace Harassment
 - <https://www.clatsopcc.edu/wp-content/uploads/AP-3432-Workplace-Harassment-Approved-06.18.20.pdf>
- AP 3435 – Discrimination and Harassment Complaints and Investigations
 - <https://www.clatsopcc.edu/wp-content/uploads/AP-3435-Discrimination-and-Harassment-Complaints.pdf>

At times, something may happen, or behavior occur and filing a complaint allows for a thorough and impartial review. The information you provide may not be kept confidential, but it will be kept private. Only those with a need to know will be informed of your concern. Please fill this form out if you believe you have experienced or witnessed an act of discrimination, harassment (including bullying and other behaviors that lead to a hostile work and or learning/classroom environment), or retaliation. (Specific definitions on the different types of discrimination, harassment, or retaliation are at the end of the form. Fields marked with a red asterix are required.

You may submit this form electronically via email to dnoah@clatsopcc.edu or by hard copy to the Office of Human Resources. If you prefer to submit this complaint anonymously, please mail to 1651 Lexington Ave., ATTN: Human Resources, Astoria, OR 97103 or send through intercampus mail.

After you submit your complaint, an investigator will contact you. Your complaint will not be initiated until you talk to the investigator in person or on the phone. When you meet with an investigator, you will be able to discuss whether your complaint will be handled formally or informally per college policy.

Harassment, Discrimination and Retaliation Complaint Form

Complaint Information	
Your Name (leave blank if filing anonymously)	
Pronouns (Optional)	
Your Email	
Your Phone Number	
Today's Date*	
I am a... (What is your relationship to Clatsop Community College) *	
<input type="checkbox"/> Administrator <input type="checkbox"/> Faculty/Instructor <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Volunteer <input type="checkbox"/> Other _____	
Respondent(s) Information	
Respondent(s) Name*: (Individual whom allegations are made)	
Respondent(s) Relationship to you*: (Supervisor, Professor, Co-Worker, Student, Other, please be as specific as possible)	
Respondent(s) department, work or classroom location:	
Respondent(s) Position/Title:	
Incident Information	
What type of complaint are you filing? (Choose all that apply, please see definitions on pages 6 -7) *:	
<input type="checkbox"/> Discrimination <input type="checkbox"/> Harassment <input type="checkbox"/> Retaliation <input type="checkbox"/> Other (Please specify): _____	
I have a concern/complaint based on* (Check all that apply)	
<input type="checkbox"/> Age <input type="checkbox"/> Color <input type="checkbox"/> Disability <input type="checkbox"/> Hostile Work Environment <input type="checkbox"/> Gender <input type="checkbox"/> Gender Expression <input type="checkbox"/> Other (Please specify): _____	<input type="checkbox"/> Gender Identity <input type="checkbox"/> Genetic Information <input type="checkbox"/> Marital Status <input type="checkbox"/> National Origin <input type="checkbox"/> Pregnancy <input type="checkbox"/> Race
<input type="checkbox"/> Religion <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Veteran Status	

Please describe what happened. Please include, dates, times, locations, and any details you are able to provide about the event(s), incident(s), and or behavior(s). If you have included your name, the Office of Human Resources may follow up with you for more information. *

Witnesses (Identify others who may have observed or witnessed the incident(s) or others you believe may have experienced the same situation). Add as many as you need.

Witness 1

Type (Witness, or potential complainant):	
Name:	
Email:	
Telephone:	
Position/Relationship:	
Date of Incident:	

Witness 2

Type (Witness, or potential complainant):	
Name:	
Email:	
Telephone:	
Position/Relationship:	
Date of Incident:	

Witness 3

Type (Witness, or potential complainant):	
Name:	
Email:	
Telephone:	
Position/Relationship:	
Date of Incident:	

Add additional sheets as necessary

Additional Information

Is there anything else you'd like us to know?

Supporting Documents

Submit and attach to this document any documents (including texts, emails, photos, supplemental statements) that may be relevant to the information you provided.

Confidentiality & Confirmation

To the extent possible, Clatsop Community College will protect the privacy and confidentiality of all parties in connection with reports. It may become necessary, however, to disclose information during the course of an investigation or attempt at resolution on a need or right to know basis.

Initial to indicate that you agree to the above statement*: _____

Whether or not you file a complaint with the college, you also have the right to file a complaint with an external agency. These include:

Oregon Bureau of Labor & Industries

800 NE Oregon St., Suite 1045
Portland, OR 97232

Website: <https://www.oregon.gov/boli/workers/Pages/complaint.aspx>

Tel: 971-673-0761

Email: BOLI_help@boli.oregon.gov

Equal Employment Opportunity Commission

Website: <https://www.eeoc.gov/>

Tel: 800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers)

If you have experienced or been threatened physically or sexually with assault, harm or injury, notify 911 immediately.

Definitions:

Discrimination: An adverse action taken against an individual or group on the basis of the individual's or group's protected characteristic(s). Discrimination takes two forms: disparate treatment and disparate impact. Disparate treatment occurs when the adverse action is motivated in whole or in part by the protected characteristic. Disparate impact occurs when a policy, requirement, or regularized practice, although neutral on its face, adversely impacts persons in a protected class and is not necessary to achieve an important college purpose. An adverse action includes actions that significantly change the terms and conditions of employment or actions that have a significant detrimental impact on a student's education.

Harassment: Unwelcome verbal or physical conduct based on a protected characteristic that is sufficiently severe or pervasive that it substantially interferes with an individual's employment, education or access to college programs, activities, or opportunities, and would have such an effect on a reasonable person who is similarly situated. Harassment may include, but is not limited to, verbal statements or nonverbal or physical conduct, graphic or written statements, threats, or slurs. Whether the alleged conduct unreasonably interferes depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.

Bullying may be a type of harassment seen in the workplace.

Bullying: A behavior that intends to frighten, hurt, or threaten others and cause harm, humiliation, or intimidation. Bullying behavior is often repetitive. It may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion. An imbalance of power, either real or perceived between the aggressor and the victim is often involved.

Hostile Work Environment: A hostile work environment is one that is intimidating, hostile, or offensive. Workplace harassment means conduct that constitutes discrimination prohibited by ORS 659A.030, including conduct that constitutes sexual assault or that constitutes conduct prohibited by ORS 659A.82 or 659A.112.

Protected Classes: A "protected class" is simply a shared characteristic that employers cannot use as a basis for employment decisions under law. Race, national origin, color, sex (includes pregnancy-related conditions), gender identity, sexual orientation, age, religion, physical or mental disability, military status, or marital or family status.

Retaliation: Retaliation means an adverse action taken against a Student, Employee or Campus Community Member because the individual engaged in a protected activity. Adverse action means any action that is reasonably likely to deter a person from engaging in a protected activity. Adverse action does not include petty slights or trivial annoyances. Protected activity means (1) opposing a practice that is unlawful or that the individual reasonably believes is unlawful (2) filing a report, serving as a witness, assisting someone with a complaint, or participating in an investigation, proceeding or hearing pertaining to discrimination, harassment or other prohibited conduct (3) participating in the college's reasonable accommodation processes.

Sexual Harassment: A specific form of Harassment involving unwelcome conduct of a sexual nature (such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) when:

- a. Submission to such advances, requests, or conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic experience, or participation in any college program or activity (*quid pro quo*);
- b. The conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a similarly-situated reasonable person. Whether the alleged conduct unreasonably interferes depends on the totality of the particular circumstances, including the nature, frequency, and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved.