

## **Dixie Technical College Anti-Harassment/Discrimination Policy**

Effective Date: May 2018

### **1. Purpose**

The purpose of the Dixie Technical College's Anti-Harassment/Discrimination Policy is to create a work environment that is supportive of the College's objectives, partners, and employees by striving to create and maintain a work environment in which people are treated with dignity, decency and respect.

### **2. Policy**

- 2.1.** No individual may engage in conduct that constitutes unlawful harassment or discrimination as defined under applicable law or policy. This prohibition pertains to, but is not limited to, any illegal or unwelcome act or omission that is based on race, color, creed, religion, national origin, sex, sexual orientation, age, disability, or other legally protected category. It also pertains to conduct in violation of other applicable state or federal law, or regulation, or internal policy.
- 2.2.** Violators shall be subject to disciplinary action including termination or referral for criminal prosecution where appropriate.
- 2.3.** Any employee who has reason to believe that a student or child has been subjected to sexual abuse, or physical abuse, shall immediately notify administration and law enforcement.
- 2.4.** College employees with supervisory responsibility who know, or have reason to know, of a harassment or discrimination violation must take immediate action to correct the situation.
- 2.5.** The initial notice of complaint or inquiry may be submitted either orally or in writing.
- 2.6.** Individuals who believe they are victims, or are witness to such acts, may utilize one or more of the following:
  - 2.6.1.** Seek advice from Administrative Staff.
  - 2.6.2.** Seek to resolve issue(s) directly with the accused.
  - 2.6.3.** Seek to resolve issue(s) through supervisory personnel.
  - 2.6.4.** Seek to resolve issue(s) through the HR Office.
  - 2.6.4.** File a complaint with the appropriate external agency.
- 2.7.** Retaliation against any person who has filed a complaint, testified, assisted or participated in any manner in an investigative proceeding or hearing is prohibited. Individuals found guilty of retaliation may face disciplinary action, up to and including termination.

**2.8.** Records of harassment or discrimination complaints are to be maintained by the Human Resource Office as required by law and regulation. The records will be kept in a separate and confidential file as required by the applicable law and regulation. Information gathered, developed and documented in an investigation will be regarded as a “protected” record.