

2122 – Anti-Harassment

Sexual or other unlawful harassment experienced or witnessed is to be reported immediately to the individual's supervisor or to the College's Compliance Officer (College's Director of Grants) and may be done so without fear of reprisal or retaliation. In the event the Compliance Officer is unavailable, the Director of Human Resources will serve in that capacity for employee related issues and the Dean of Student Services will serve for student-to-student issues.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, the confidentiality of the complainant, any witnesses, and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant will be informed of the outcome of the investigation.

Any supervisor or faculty representative who becomes aware of possible sexual or other unlawful harassment must immediately advise the Compliance Officer (Director of Grants) so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Step	Action
1	Immediately report the incident to the Compliance Officer at Barton County Community College (Director of Grants). In the absence of the Compliance Officer, the Director of Human Resources will serve as the contact for employee related issues and the Dean of Student Services will serve as the contact for student-on-student issues.
2	The Compliance Officer (or designee as outlined in Step 1) will investigate the complaint by gaining as much information as possible about the incident. The information will be gathered from the complainant, witnesses, and alleged harasser, as appropriate and related to the incident.
3	Upon completion of the investigation, the Compliance Officer (or designee as outlined in Step 1) will issue a ruling on the complaint. As deemed appropriate, the <u>College</u> may secure the advice of legal counsel. The appropriate parties will be notified of the outcome of the investigation. If the College determines that sexual or other unlawful harassment has occurred, appropriate action up to and including termination or expulsion will be taken to correct the situation.
4	As deemed necessary, an Anti-Harassment administrative follow-up will be conducted by the Compliance Officer (or designee as outlined in Step 1) within a reasonable time period to monitor the situation and ensure an environment free of sexual or other unlawful harassment.

Note: In the event the Compliance Officer is unavailable for Steps 1 through 4 above, the matter will be referred to the designee as outlined in Step 1 and, upon his/her return, the Compliance Officer shall replace the designee in the following Appeal process.

Appeal of the Compliance Officer's Findings:

Level 1

- Notify the Office of Human Resources if complaint is employee related or the Dean of Student Services if the complaint is student-on-student related in writing within ten (10) working days of the Compliance Officer's findings.
- Obtain Barton Problem Statement form.
- Complete form and return to HR Office or Student Development Office as indicated above.
- Director of Human Resources will schedule conference with complainant or alleged harasser if complaint is employee related (the Dean of Student Services will schedule conference with complainant or alleged harasser if complaint is student-on-student related) to resolve matter.
- If the matter is resolved, then the Director of Human Resources or Dean of Student Services completes the Problem Resolution Form.

If the matter is unresolved or no decision has been made within five (5) working days of the conference, then move to:

Level 2

- Employee/student shall file a written appeal with the President (or his/her designee) within ten (10) working days of the Level One decision, or fifteen (15) working days after the completed Problem Resolution form was presented, whichever comes first.
- The President (or his/her designee) schedules a meeting within five (5) working days after receipt of written appeal to resolve the matter.
- Following this meeting, the President shall render his/her decision within ten (10) working days. The President's decision shall be binding.

(Based on policy 1130; revised and approved by President on 9/14/07)