

## **PREVENTING SEXUAL HARASSMENT**

It is the policy of Temple College that sexual harassment of employees at Temple College is unacceptable and will not be tolerated. Each employee, faculty member, Board Trustee, and other TC associated personnel will undergo face-to-face or online yearly training on preventing Sexual Harassment and submit evidence of completion of training to the Human Resource Office.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, physical or suggestive conduct of a sexual nature when:

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

### **Examples of Sexual Harassment**

Examples of sexual harassment include but are not limited to:

- Suggestive or obscene letters, notes, invitations, electronic correspondence
- Sexually demeaning comments, epithets, slurs or jokes,
- Impeding or blocking movements in a sexually suggestive manner,
- Threats or insinuations of seeking sexual favors where if the favor is not granted the person making the threat seeks reprisals by withholding support for promotions or conducts poor performance reviews.

### **Reporting of Sexual Harassment**

Any employee who feels he/she is a victim of sexual harassment by any administrator, supervisor, other employee, student, or any other person in connection with employment activities at Temple College should initiate the complaint by bringing the matter to the immediate attention of his/her Department Chair or Supervisor. The complaint can be done verbally (informal) or written (formal). The supervisor, in turn must immediately report the complaint to the Associate Vice President, Resource Management. If an employee who is uncomfortable, for any reason, in bringing such matter to the attention of his/her supervisor or if the employee is unsure as to where the complaint is to be initiated the employee should immediately report the incident to the Associate Vice President, Resource Management. If no other person is available or deemed suitable by the employee for receiving the complaint, the employee may submit a complaint in writing to the President of the College. However, no employee alleging

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such harassment must present the matter to the person who is the subject of the complaint.

The Associate Vice President, Resource Management will begin an investigation after receipt of the employee's complaint. All reasonable action will be taken to assure the complainant and those testifying on behalf of the complainant will not suffer any form of retaliation as a result of their activities.

### **Disciplinary Action**

Any employee who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including discharge.

In addition, any supervisor that fails to take corrective actions when that supervisor knows that a subordinate employee is being subjected to sexual harassment is subject to disciplinary action up to and including discharge.

A student having been found to have engaged in and charged with sexual harassment against an employee of the College will be subject to sanctions provided for in the Student Handbook.

Outside vendors, applicants or any person coming on campus grounds found to have engaged in and charged with sexual harassment against an employee of the College will be subject to expulsion and/or being banned from the campus.

### **False Report of Sexual Harassment**

Any employee who is shown to have intentionally or maliciously filed a false report of sexual harassment against another employee is subject to disciplinary action up to and including discharge.

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