

## **HARASSMENT**

It is the policy of the College that harassment of employees or applicants for employment in any form based on their race, gender, disability, color, age, religion, national origin, or veteran status is unacceptable conduct and will not be tolerated. Harassment constitutes any verbal or physical conduct, which creates an intimidating, offensive, or hostile environment based on any such protected status. Any employee or applicant who feels that they are a victim of harassment by any supervisor, management official, other employee, student, client, or any other person in connection with their employment at the College should bring the matter to the immediate attention of their Department Chair or Supervisor.

Employees who are uncomfortable for any reason in bringing such matter to the attention of their Department Chair or Supervisor should report the matter to the Associate Vice President, Resource Management or the appropriate Vice President. Any questions about this policy or potential harassment should also be brought to the attention of the same persons.

The College will promptly investigate all allegations of harassment and take appropriate corrective action if such action is warranted. An employee who is determined, after investigation, to have engaged in harassment in violation of this policy will be subject to appropriate sanctions up to and including discharge.