

503 Sexual Harassment

503.1 Statement of Policy

Redlands Community College expressly prohibits sexual harassment of members of the College community, including students, employees, and visitors. Sexual harassment will not be tolerated or condoned. Those who engage in sexual harassment may be subject to sanctions imposed by the College as well as to civil and criminal penalties. The College is committed to providing an environment that is free from sexual harassment and to providing appropriate means of addressing complaints regarding sexual harassment.

503.2 Related Procedure

The Procedure (503) of the Policies and Procedures Manual contains a procedure with definitions, examples, and a complaint procedure that are related to this Sexual Harassment Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted June 1996
Revised February 2001

503 Sexual Harassment

503.2:1 Definition and Examples

For purposes of this procedure and the related policy, the term "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic standing; or
- B. Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- D. Such conduct, either by intent or by effect, creates an intimidating, hostile, or offensive academic or work environment.

Examples of such prohibited conduct include persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature; continued or repeated verbal abuse of a sexual nature; repeated insults, humor, jokes and/or anecdotes that belittle or demean the sexuality or the sex of an individual or a group; repeated, unwelcome comments of a sexual nature about a person's body or clothing; displays of sexually suggestive or sexually explicit objects or pictures; unnecessary physical contact such as patting, pinching, hugging, or repeated brushing against the body; sexual assault; actions or suggestions indicating that benefits will be gained or lost based upon a person's response to sexual advances.

503.2:2 Complaints

Complaints of sexual harassment should be filed with the College's Compliance Officer. The Compliance Officer is the College Human Resources Coordinator who may be contacted at:

Human Resources Coordinator
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
(405) 422-1267

If the Compliance Officer is the subject of the complaint, the complaint should be addressed to the Compliance Officer's supervisor, the Vice President for Finance and Campus Services, who may be contacted at:

Vice President for Finance and Campus Services
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
(405) 422-1265

A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged harassment. A complaint should be filed within twenty (20) business days after the alleged incident, unless extenuating circumstances exist.

503.2:3 Investigation

A filed complaint will be investigated as may be appropriate by the College's Compliance Officer. If the Compliance Officer is the subject of the complaint, his or her supervisor, the Vice President for Finance and Campus Services, will conduct the investigation. Generally, the investigation will include interviewing and obtaining written statements from the complainant, the accused, and any witnesses or other persons with information relevant to the complaint. The investigation will be adequate, reliable, and impartial and will afford all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The investigation will be completed within ten (10) business days of receipt of the complaint unless extenuating circumstances exist.

503.2:4 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and the resolution. A copy of the determination and resolution will be provided to the complainant within ten (10) business days after completion of the investigation.

If a complaint against a student is determined to be valid, the resolution will be according to the Student Discipline Procedures that are applicable to violations of the Student Conduct Code. If a complaint against a College employee is determined to be valid, the resolution will be according to the College personnel policies and procedures. An employee who feels that the resolution is unfair may pursue the matter under the Employee Grievances Policy. If a complaint against a College visitor is determined to be valid, the recommended resolution will be submitted to

the College President for implementation.

If a complaint of sexual harassment is determined to be valid, the College will take the steps necessary to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

503.2:5 Appeal

A determination and resolution originally issued by the Compliance Officer may be appealed to the Vice President for Finance and Campus Services. A determination and resolution originally issued by the Vice President for Finance and Campus Services may be appealed to the College President, who may be contacted at:

President's Office
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
(405) 422-1258

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and resolution. The complaint, the determination and resolution, and any other relevant documentation should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse or modify the original determination and resolution.

503.2:6 Other Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies or departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

503.2:7 Anti-Retaliation

The College will not tolerate retaliation against an individual who files a complaint of sexual harassment, whether such complaint is filed internally or through an external agency.

V. CAMPUS ADMINISTRATION & ACTIVITES

PROCEDURES

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