

Consistent with Olympic College's efforts to establish and encourage a learning and employment environment in which the dignity and worth of all individuals are respected, harassment/discrimination is unacceptable conduct and will not be tolerated.

Discrimination – Discrimination is the process of making a distinction in favor of, or against a person or persons on the basis of (*because of*) race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

Harassment. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or adversely affect an individual's living conditions.

Olympic College defines harassment as derogatory, intimidating, hostile, or offensive behavior that is unwelcomed, uninvited, or unwanted (either physical or verbal) which is directed at any individual or group on the basis of race or ethnicity, creed, color, gender, national origin, age, marital status, religious preference, life-threatening illness, the presence of any sensory, mental or physical disability, reliance on public assistance, sexual orientation, status as a disabled or Vietnam veteran, or political opinions or affiliations.

When students or employees of Olympic College feel that they have been harassed or discriminated against in accordance with the above definitions, they are encouraged to utilize the following complaint procedures.

Step 1: Informal complaints may be addressed at several levels. The Options for a student or employee may include

- ❑ **DIRECT REQUEST:** Students or employees who believe they are experiencing (have experienced) harassment/discrimination are encouraged to make a direct request of the offender to stop the offensive behavior.
- ❑ **PROCESS FACILITATORS:** Process facilitators are designated individuals who have been trained to deal with harassment/discrimination issues and who have a thorough knowledge of Olympic College's complaint procedures. Responsibility may include any or all of the following:
If the student or employee is uncomfortable in making a direct request or feels that such a request is inappropriate, s/he may meet with one of the process facilitators to discuss the incident(s) in a receptive and confidential manner.

The Facilitator will gather information regarding the basis of the complaint and will discuss the options available. The facilitator will inform the complainant that retaliation against the complainant is prohibited. The facilitator will also inform the person to whom the complaint is directed that retaliation against the complainant is prohibited. The facilitator may meet with the parties involved to facilitate a resolution that is satisfactory to these parties. The facilitator will document all meetings and keep a record for a period of three years or send documentation to the Affirmative Action Officer.

SUPERVISOR or INSTRUCTOR - - A student or employee may directly contact the immediate supervisor (future references to the supervisor indicates instructors for student-to-student complaint) of the person to whom the complaint is directed and inform the supervisor of the offensive behavior(s). The complainant may request that a facilitator accompany him/her to the meeting with the supervisor. The supervisor will inform the complainant and others associated with the complaint that retaliation against the complainant is prohibited.

The supervisor or the supervisor and facilitator may facilitate a resolution acceptable to all parties involved. Upon resolution of the complaint, the supervisor will document the meeting and send a copy to the Affirmative Action Officer.

If the incident is not resolved, the supervisor will submit a notification the Affirmative Action Officer immediately.

Step 2: If not satisfied by the results of Step 1, the complainant may request a meeting with the College's Affirmative Action Officer. The Affirmative Action Officer will arrange a meeting with the complainant, interview the alleged offender and necessary witnesses and report the findings to the College President. The Affirmative Action Officer will attempt to mediate a resolution that is acceptable to both parties.

Step 3: If the complaint is not resolved as a result of the efforts of the Affirmative Action Officer, either the complainant or the person to whom the complaint is directed may request a meeting with the College President. The President may meet with the one who called the meeting or both parties. Final decisions for resolution rests with the College President. No further intra-institutional appeal exists.

(Students confronted with inappropriate behavior that does not meet the above definitions for discrimination or harassment should contact the Vice President of Students Services; employees should contact their supervisor or Human Resource Services for guidance.)