

OLYMPIC COLLEGE POLICY

TITLE: Sexual Harassment Policy

POLICY NUMBER: OCP 200-20

APPLICABLE PROCEDURE(S): OCPR 200-xx-01 thru OCPR 200-xx-03

I. Policy

It is the policy of Olympic College, consistent with its efforts to establish a learning and employment environment in which the dignity and worth of all individuals are respected, that sexual harassment is unacceptable conduct and will not be tolerated.

II. Definition

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

- A.** Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational opportunity or employment;
- B.** Submission or rejection of such conduct is used as the basis for educational or employment decisions affecting that individual; and/or
- C.** Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or work performance, or creates an intimidating, hostile, or offensive educational or work environment.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the learning or work situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, grading or financial benefits. Sexual harassment may also involve relationships among peers by the use of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work.

III. Responsibility

The President has the responsibility and authority to ensure that the sexual harassment policy is carried out and that educational programs to sensitize members of the College community on sexual harassment and its damaging consequences are provided.

- A.** Policy implementation is assigned to College administrators.
- B.** Coordination efforts are assigned to the Executive Director of Human Resources, who is the designated Affirmative Action/ Equal Opportunity Officer of Olympic College.
- C.** It is the intent of the Board of Trustees that all students and employees adhere to the policy and share in the responsibility of establishing and maintaining a learning and work environment free from sexual harassment.

OLYMPIC COLLEGE POLICY

IV. Complaint Procedure

Any employee or student who feels he or she has been sexually harassed may lodge a formal complaint by following the College's existing Harassment Complaint Procedures.

*Recommended by
Submitted to President's Cabinet for Review
Approved by President
Submitted to Board of Trustees
Approved by Board of Trustees
Published in Washington Administrative Code*

*Linda Yerger, Executive Director of Human Resource Services
February 23, 2010
February 23, 2010
March 23, 2010
April 27, 2010
n/a*

OLYMPIC COLLEGE PROCEDURE

TITLE: Harassment Complaint Procedures

PROCEDURE NUMBER: OCP 200-20-01

Step 1

Informal complaints may be addressed at several levels. The options for a student or employee include the following:

- I. **Direct Request:** Students or employees who believe they are experiencing or have experienced harassment/discrimination are encouraged to make a direct request of the offender to stop the offensive behavior.

- II. **Process Facilitator:** 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. 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 Process Facilitator's responsibility may include any or all of the following:
 - A. The Facilitator will gather information regarding the basis of the complaint and will discuss the options available.
 - B. The facilitator will inform the complainant that retaliation against the complainant is prohibited.
 - C. The facilitator will also inform the person to whom the complaint is directed that retaliation against the complainant is prohibited.
 - D. The facilitator will meet with the parties involved to facilitate a resolution that is satisfactory to these parties.
 - E. The facilitator will document all meetings and keep a record for a period of three years or send documentation to the Equal Opportunity Officer.

- III. **Supervisor or Instructor:** A student or employee may directly contact the immediate supervisor (references to the supervisor indicates instructors for student-to-student complaints) 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.

OLYMPIC COLLEGE PROCEDURE

- A. The supervisor will inform the complainant that retaliation against the complainant is prohibited.
- B. The supervisor will also inform the persons to whom the complaint is directed that retaliation against the complainant is prohibited
- C. The supervisor or the supervisor and facilitator may facilitate a resolution acceptable to all parties involved.
 - 1. Upon resolution of the complaint, the supervisor will document the resolution and send a copy to the Equal Opportunity Officer.
 - 2. If the incident is not resolved, the supervisor will submit a notification to the Equal Opportunity Officer immediately.

Initiated April 27, 2010

OLYMPIC COLLEGE PROCEDURE

TITLE: Harassment Complaint Procedures

PROCEDURE NUMBER: OCP 200-20-02

Step 2

If not satisfied by the results of Step 1, the complainant may request a meeting with the College's Equal Opportunity Officer. The Equal Opportunity Officer will:

- I.** Arrange a meeting with the complainant
- II.** Interview the alleged offender and necessary witnesses
- III.** Report the findings to the College President

Initiated April 27, 2010

OLYMPIC COLLEGE PROCEDURE

TITLE: Harassment Complaint Procedures

PROCEDURE NUMBER: OCP 200-20-03

Step 3

If the complaint is not resolved as a result of the efforts of the Equal Opportunity Officer, either the complainant or the person to whom the complaint is directed may request a meeting with the College President.

- I. The President may meet with the one who called the meeting or both parties.
- II. Final decisions for resolution rests with the College President. No further intra-institutional appeal exists.

Initiated April 27, 2010