

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.10

Title All Personnel

## Harassment

Harassment of employees and students will not be tolerated, including by Board members, administrators, employees, parents, vendors, and others doing business with the College. This includes incidents within college facilities, college premises, and on other property if the employee or student is at any college sponsored or related activity or function, such as field trips where students are involved in a college-supervised activity or where the employee is engaged in college business, or where the conduct affects the order, management, environment, or operations of the College.

Harassment means any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on an actual or perceived protected characteristic included in Non-Discrimination Board Policy (206.1), and which creates an objectively hostile work or educational environment that meets one or more of the following conditions:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational program, activity, or benefit;
- submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance and/or is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive working or educational environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse, or demean certain protected individuals and groups.

The College also protects against some forms of sexual harassment under its Sexual Harassment and Abuse Policy and procedures, which is applicable to complaints of Title IX sexual harassment.

Employees and students who believe they have suffered harassment shall report such matters to the Title IX Coordinator. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline up to and including discharge or other appropriate action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the President or Board.

Upon receiving a complaint, the Title IX Coordinator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the conciliator to promptly and reasonably investigate claims of harassment and to pass the findings on to the President who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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Legal Reference: (Code of Iowa)

Date of last revision 11/11/19

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Related Administrative Procedures and Cross References \_\_\_\_\_

400.11 Grievance Procedure

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