

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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Policy No. 3-19: HARASSMENT/SEXUAL HARASSMENT /SEXUAL MISCONDUCT

Revision Date: April 1, 2012

Approving Officer: Chief Fiscal and Administrative Officer

Scope: All employees of the College

Policy Statement: It is the policy of Northwest State Community College to provide a positive, discrimination-free educational and working environment. We are committed to a policy of non-discrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

- (A) To help ensure that employees and students are not subjected to illegal harassment/bullying, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law.
- (B) Sexual misconduct in the work or academic setting will not be tolerated. The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional.
- (C) Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion. This policy and its procedures shall be the only internal college forum of resolution for harassment, sexual harassment, and/or sexual misconduct complaints.
- (D) College community members or others who feel that they have been victims of harassment, sexual harassment, and/or sexual misconduct in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all Northwest State Community College students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.
- (E) College Administration will develop procedures related to this policy.