

# Administrative Policy



<i>Item</i>	<i>Details</i>
<b>Policy Title:</b>	Harassment
<b>Policy Category:</b>	Employment, Benefits & Workplace
<b>Related Procedure(s)/ Guideline(s):</b>	
<b>Policy Owner:</b>	Chief Human Resources Officer
<b>Date Approved:</b>	6/7/11
<b>Review Dates:</b>	
<b>Revision Dates:</b>	5/20/26
<b>Policy Scope:</b>	Employees, Students, and Public
<b>Policy Statement:</b>	<p>This policy is to provide an understanding and awareness of what constitutes harassment, correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for problems related to harassment, intimidation or bullying. Harassment is a serious matter and any incident once reported will therefore be acted upon promptly and appropriately. However, it recognizes what is perceived as harassment, intimidation or bullying can involve a complex chain of events and interpretations of those events so each particular case needs to be dealt with on an individual basis.</p> <p>The College is committed to providing a professional work environment. This means the College will not tolerate harassment directed at or by an employee, student, customer, or vendor, whether sexual harassment or harassment because of their sex; race; religion; national origin (including persons whose primary language is not English); age ancestry creed; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; sexual orientation; gender expression; gender identity; or gender non-conformity; or any other bias prohibited by law in its program and activities.</p>

Sexual Harassment is defined as unwelcome conduct of a sexual nature and constitutes sexual harassment if any of the following apply:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- Submission to or rejection of such conduct affects decisions affecting employment; or
- Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct which could violate this policy:

- Sexual advances or requests for sexual favors;
- Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;
- Offensive sexual jokes.

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic communication that

- is motivated by any actual or perceived characteristic, such as sex; race; religion; national origin (including persons whose primary language is not English); age ancestry creed; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; sexual orientation; gender expression; gender identity; or gender non-conformity; or any other bias prohibited by law in its program and activities. or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student, employee, customer, or vendor, or damaging the student's, employee's, customer's, or vendor's property, or placing a student, employee, customer, or vendor in reasonable fear of harm to their person or damage to their property; or
- has the effect of insulting or demeaning any student or group of students, employee or group of employees, customers, or vendors in such a way as to cause

substantial disruption in, or substantial interference with, the orderly operation of the College

The College's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex; race; religion; , national origin (including persons whose primary language is not English); age ancestry creed; pregnancy; marital or parental status; physical, mental, emotional, or learning disability; sexual orientation; gener expression; gender identity; or gender non-conformity; or any other bias prohibited by law in its program and activities.. For example, unwelcome jokes concerning an individual's age, race or ethnicity are unacceptable.

Unprofessional conduct, rudeness or a lack of consideration are examples of conduct that is unlikely to constitute harassment. Similarly, supervisory criticism is not likely to constitute unlawful harassment.

If you believe you are being harassed you should promptly **(within 30 days)** report the conduct to your supervisor, the Chief Human Resources Officer/Equal Opportunity Officer, or submit the report using the Report a Concern link on the college website. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis.

In addition, employees who believe they are the subject of illegal harassment or discrimination may also file a complaint with the Equal Employment Opportunity Commission or the State of Wisconsin, Equal Rights Division. The deadline for filing a complaint is 300 days, which runs from the last date that unlawful harassment occurs. Please be aware, however, that filing a complaint with either of these agencies does not alleviate you from the responsibility of filing an internal complaint with the College.

If you are aware of another employee, student, customer or vendor, who, you believe is being harassed in violation of this policy please promptly **(within 30 days)** report your concerns as described in the immediately two preceding paragraphs. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the College by informing one of the individuals described above.

	<p>Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, pay cut, to warning. In the case of student, customer or vendor harassment, the College will act promptly to remedy the harassment and prevent further occurrences.</p> <p>There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any College employee who retaliates against another employee for making a complaint under this policy will be subject to dismissal</p>
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