

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Discrimination, Harassment or Retaliation (Employee)
Policy Number: 415.0850.12

POLICY

The Board is committed to providing a college environment free from harassment, discrimination and retaliation. Specifically, the College, its students, its employees and its clients/guests shall not participate in any harassment, discrimination or retaliation based on any protected class of individuals as covered by College policies.

As such, no College student, College employee, nor College Guest/Client shall engage in discrimination, harassment or retaliation toward another student, employee, or guest/employee.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment, defined to include unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual unwelcome conduct of a sexual nature.
- Harassment or discrimination is defined to include verbal, physical or other conduct of a nature which is offensive to a person based on legally protected classes such as race, color, gender (sex), age, religion, marital status, national origin, disability, and veteran's status, and sexual orientation or other factors which cannot be lawfully protected.
- Retaliation against any person for filing a charge or complaint of prohibited conduct.
- Retaliation against the respondent in a charge or complaint of prohibited conduct.

Prohibited harassment or discrimination includes any conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of academic success, employment, activity participation; or
- Submission to or rejection of the conduct by an individual is used, threatened, or suggested to be used as the basis for academic decisions; employment decisions, activity participation, or
- Such conduct has the purpose or effect of substantially interfering with a student's, employee's, or client's/guest's performance/work/participation or creating a hostile, intimidating or offensive atmosphere.

Any employee, who under the policy set forth herein, is found to have engaged in discrimination, harassment or retaliation toward a student, employee, or guest/employee will be subject to disciplinary sanctions, which may include, but not be limited to, written reprimand, demotion, transfer, required professional counseling, and/or termination of employment.

Any employee believing that he or she has been subject to prohibited harassment, discrimination, or retaliation, or has witnessed what they believe to be prohibited harassment, discrimination, or retaliation, as set forth in this policy shall file a complaint utilizing Series 4000, Appendix C-1-01—Discrimination, Harassment or Retaliation Complaint: Operating Procedures—Employee.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2012

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy: Appendix C-1-01-Discrimination, Harassment or Retaliation Complaint: Operating Procedures-Employee.

Related Policies/References: