



Last updated 7/22/05

POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Sexual Harassment** **4.17**

Responsible
Division: Administrative Services

Date Approved: April 1999

1. Introduction

Employees of the college have the right to expect a workplace free from sexual harassment. Students have the right to expect a learning environment free from sexual harassment. Employees are expected to conduct themselves in a manner that does not constitute sexual harassment of a fellow employee or student.

2. Coverage

- a. This sexual harassment policy covers all persons employed by Southwestern Community College, regardless of classification or employment status. A complaint against an employee or agent of the college is covered by this policy.
- b. A complaint against a student is subject to the Student Code of Conduct found in the Student Handbook. (Policy [6.25](#) and Procedure [6.27.1](#)).

3. Definition

Requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature by an employee constitutes sexual harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or
- c. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment, or
- d. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance.

4. **Consequences**

In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with Policy 4.20 Disciplinary Action, Suspension, and Dismissal.

5. **Retaliation**

Retaliation by any employee of the college against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

6. **False Allegations**

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth, will subject the complainant to disciplinary action.

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