

Policy Name	FS 016 POLICY AND PROCEDURE ON DISCRIMINATION AND HARRASMENT
Policy Number	FS 016
Policy Date	April 2021

SCOPE	It is the policy of the college to maintain an academic and work environment free of discrimination and harassment for all students, faculty, and staff.
PURPOSE	Discrimination and harassment are contrary to the standards of the college community. They diminish individual dignity and impede educational opportunities, equal access to freedom of academic inquiry, and equal employment. Discrimination and harassment are barriers to fulfilling the college's scholarly, research, educational and service missions. Discrimination and harassment can be on the basis of race, color, nationality, age, sex, marital status, disability, religion and physical stature.
POLICY	
DEFINITION OF STATEMENT	<p>For the purposes of determining whether a particular course of conduct constitutes discrimination or harassment under this policy, the following definition will be used:</p> <ul style="list-style-type: none"> a. Conduct that is based upon an individual's race, color, nationality, age, sex, marital status, disability, religion and physical stature: b. adversely affects a term or condition of an individual's employment, education, living environment or participation in a college activity;

	<ul style="list-style-type: none"> c. is used as the basis for or a factor in decisions affecting that individual's employment, education, living environment or participation in a college activity; or d. has the purpose or effect of unreasonably interfering with an individual's employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's employment, education, living environment, or participation in a college activity.
<p>DISCRIMINATION EXAMPLES</p>	<p>Some examples of conduct that may constitute prohibited discrimination may include, but are not limited to:</p> <ul style="list-style-type: none"> a. Denying a person access to an educational program based on that person's race, color, national origin, age, sex, marital status, disability, religion or physical stature; b. Denying raises, benefits, or promotions on the basis of a person's race, color, national origin, age, sex, marital status, disability, religion or physical stature; c. Preventing any person from using college facilities or services because of that person's race, color, national origin, age, sex, marital status, disability, religion or physical stature d. Instigating or allowing an environment that is unwelcoming or hostile based on a person's race, color, national origin, age, sex, marital status, disability, religion or physical stature. <p>Although discrimination and harassment described and prohibited by this policy include a wide range of behaviors, certain conduct is not covered by this policy and common sense is prescribed.</p>
<p>PROCEDURES</p>	
<p>PREVENTION AND EDUCATION</p>	<p>The college is committed to preventing and eliminating impermissible discrimination and harassment of students, faculty, and staff. To that end, this policy will be published on ACD's web site. Information regarding discrimination and this policy will be included in orientation materials for new students, faculty, and staff and made available in</p>

	<p>the problematic behavior and will not, without additional action by the complainant, result in intervention or corrective action.</p>
<p>LOGGING A COMPLAINT</p>	<ul style="list-style-type: none"> a. An individual who wishes to complain to the college about alleged discriminatory or harassing behavior or retaliation covered by this policy should contact a College official, such as the Dean, QA & IE Director or Department Head or the Head of Student Services. b. In addition, any member of the College community may utilize appropriate College resources for guidance and support during the investigation process. c. Reports of behavior covered by this policy against any staff member of the office of the QA & IE should be made to the Provost/VP Academic Affairs or his/her designee.
<p>INVESTIGATION AND INVESTIGATIVE PROCEDURES</p>	<p>The college will handle discrimination and harassment complaints under this policy consistently with procedural guidelines developed to ensure prompt and equitable resolution of such complaints. Complainants and Respondents will be given copies of the procedural guidelines, and the guidelines will also be made readily available to the college community. The matter will then proceed to investigation or other form of effective and fair review. The investigation or review may be performed by office of the QA & IE, or jointly with another office, as determined by QA & IE.</p> <p>The purpose of an investigation under this policy, which will include</p> <ul style="list-style-type: none"> a. Interviewing the parties and witnesses, is to gather and assess evidence. b. During the course of an investigation, the investigating office will work collaboratively with other appropriate college offices. c. If a staff member is involved in the complaint under this policy, QA & IE will work collaboratively with Human Resources office.

RETALIATION	<p>a. The college will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a discrimination or harassment allegation under this policy will not be subjected to retaliation.</p> <p>b. The college will also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly.</p> <p>c. The college will also take appropriate follow-up measures to assure the goals of this policy are met.</p> <p>d. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the college using the same procedure for lodging a discrimination or harassment complaint.</p>
RESPONSIBILITIES	
OVERALL RESPONSIBILITY	The President has overall supervisory responsibility for the fulfillment of this policy.
LEAD ON DISCRIMINATION AND HARRASMENT	The Director of QA & IE will ensure that all student and faculty cases of discrimination and harassment are recorded, investigated and corrective action taken..
POLICY APPROVAL AND REVIEW	
Approval and Review	Details
Approval Authority	President
Administrator	Director QA & IE
New Review Date	To be determined by QA & IE Director
Approval and Amendment History	Details
Original Approval Authority and Date	April 2021
Amendment Authority and Date	Director QA & IE April 2022
APPENDIX	
NONE	