



Administrative Policy

Policy Type:	Human Resources
Policy Title:	Discrimination and Harassment
Office Responsible:	Human Resources
Related Policies:	N/A
Related Procedures:	N/A

Policy Statement

Oakland Community College is committed to a workplace free from discrimination and harassment. All employees will be treated in a fair and respectful manner.

DISCRIMINATION:

It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions or to use evaluative standards in employment if that treatment is, in whole or in part, on the basis of the person's religion, race, color, national origin, citizenship, age, height, weight, familial status, pregnancy, disability or perceived disability, marital status, sex, sexual orientation or gender identity and gender expression, veteran status, political affiliation, or any other characteristic protected by law.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

HARASSMENT:

The College prohibits harassment of any kind and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of the College.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal Harassment: This form of harassment includes comments that are offensive or unwelcome regarding a person's religion, race, color, national origin, citizenship, age, height, weight, familial status, pregnancy, disability or perceived disability, marital status, sex, sexual orientation or gender identity and gender expression, veteran status, political affiliation, or any other characteristic protected by law, including slurs, epithets and negative stereotyping.

Nonverbal Harassment: This form of harassment includes distribution, display or discussion of any written or graphic material, including the use of technology or social media, that ridicules, denigrates, insults, or shows hostility or disrespect toward an individual or group because of religion, race, color,

national origin, citizenship, age, height, weight, familial status, pregnancy, disability or perceived disability, marital status, sex, sexual orientation or gender identity and gender expression, veteran status, political affiliation, or any other characteristic protected by law, including slurs, epithets and negative stereotyping.

Sexual Harassment: Sexual harassment is a form of sexual discrimination. Federal and State authorities provide that sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is unlawful where:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for employment decisions affecting the person who did the submitting or rejecting; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

Quid Pro Quo ("this for that"): This form of harassment generally results from an employment decision based upon the employee's acceptance or rejection of unwelcome sexual advances or requests for sexual favors but can also result from unwelcome conduct that is of a religious nature.

Hostile Work Environment: This form of harassment generally results from the unwelcome conduct of supervisors, co-workers, customers or anyone else the victim interacts with on the job, when the unwelcome conduct results in a workplace atmosphere that is intimidating, hostile, or offensive.

Workplace Bullying: This form of harassment generally results from the use of inappropriately aggressive or insulting conduct or comments, which when viewed objectively, may cause an employee against whom such conduct or comments is/are directed to be humiliated or intimidated.

DISCRIMINATION AND HARASSMENT COMPLAINT REPORTING:

The College expects that all employees will act responsibly to establish an appropriate and professional work environment. All supervisors of the College shall report any known violations of this policy and reports of discrimination to Human Resources. Employees who feel they have been victims of discrimination or harassment should bring such matters to the attention of their supervisor, department head or Human Resources. It is the policy of the College to treat all such complaints seriously. Retaliation against an employee bringing a complaint to the attention of administration or representatives of the College is strictly prohibited. All employees are expected to comply with this policy and must cooperate fully with Human Resources and any investigation of a reported violation.

False allegations can have a serious effect on innocent individuals and may be considered and addressed by the College as a separate matter, if an intent to mislead or dishonesty is established.

POLICY VIOLATIONS:

Any employee who violates this policy shall be subject to disciplinary action up to and including termination of employment.

Change Log

7/1/2018 Effective date