



Daytona State College Procedure Manual

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I. PURPOSE

The College is committed to maintaining a work and educational environment that is free of harassment. In keeping with this commitment, the College will not tolerate harassment of College employees or of employees performing services for the College by anyone, including any supervisor, co-worker, student, vendor, client, or customer of the College or any third party.

II. PROCEDURE

1. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, color, race, religion, national origin, age, physical or mental disability or other protected group status. The College will not tolerate harassing conduct that affects tangible job benefits or grades, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working or classroom environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing or practical jokes directed at a person based on his or her protected status.
2. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or classroom environment. Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual

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innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another person’s body.

3. All College employees and students are responsible to help assure that harassment is avoided. If an employee or student feels that they have experienced or witnessed harassment, they are to notify either the Equity and Inclusion Office, the Human Resources Office, or the Student Development Office. The College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If an employee or student feels they have been retaliated against, they are to notify the Human Resources Office or Equity and Inclusion Office.
4. An employee or student who believes they were subjected to harassment must file their complaint within sixty (60) days after they believe the incident(s) occurred.
5. The Human Resources Office, Equity or Inclusion Office or Student Development Office shall thoroughly investigate the allegations of harassment promptly and thoroughly to determine validity. A thorough investigation will follow, and the complainant will be contacted (within 14 days from the complaint file date) of the College’s findings.
 - a. In the course of conducting the investigation, the College shall endeavor to maintain the confidential nature of the allegation(s) and the information received to the fullest extent practical.
 - b. Employees or students who do not cooperate in the investigation may subject themselves to disciplinary action up to and including termination of employment or dismissal from the College.

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- c. Upon the completion of the investigation, the validity of the harassment charge will be determined. The Human Resources Office or the Equity and Inclusion Office shall then make a recommendation to the President for further action. If an investigation confirms that a violation of the policy has occurred, the College will take corrective action, including discipline, up to and including immediate termination of employment or dismissal from the College.

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