

subordinates, and visitors to the premises. Such conduct by an employee may result in disciplinary action up to and including dismissal.

Sexual Harassment

Although it is not the only type prohibited, the most common form of harassment relates to sexual harassment. Specifically, no supervisor may threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee's employment, evaluation, wages, advancement, assigned duties, work hours, or any other condition of employment or career development. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, offensive, and affects an individual's employment or work conditions.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature a condition of employment; or (b) creating an intimidating, hostile, or offensive working or educational environment by such conduct as:

1. sexual innuendo or sexually suggestive comments-including but not limited to-sexually oriented "kidding," "teasing," or "practical jokes;" jokes about gender specific traits, foul or obscene language or gestures;
2. subtle or direct pressure or request for sexual activities;
3. unnecessary touching of an individual, such as pinching, patting or brushing up against another's body;
4. graphic verbal comments about an individual's body or appearance;
5. sexually degrading words used to describe an individual;
6. the reading or displaying in the work place of sexually suggestive or revealing words, objects or pictures;
7. sexually explicit or offensive jokes;
8. physical assault; or
9. other explicit or implied conduct of a sexual nature which relates to or affects an individual's employment.

No employee, supervisor, manager, student or other person, whether employed by the College or not, shall threaten or suggest that an employee's or student's

refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, hours of work, grades, academic progress or any other terms or conditions of employment. Similarly, no employee – regardless of job title – shall promise, imply or grant any preferential treatment in return for another employee's or student's acceptance of conduct which is sexually harassing.

Other Harassment and Discrimination

Statements, behavior or the display or use of words, objects or pictures that others could interpret as being insulting, derogatory or slurs towards persons based upon their race, color, national origin, religion, sex, age, disability or any other factor protected by law are also prohibited by this policy. Also prohibited are statements or actions that are threatening, intimidating, vulgar, or hostile. Such conduct may make a reasonable person uncomfortable in the work or educational environment or could interfere with an employee's or student's ability to perform his or her job or academic pursuits, regardless of whether the actions are from a fellow employee, supervisor, student or visitor.

Comments or actions of this type, even if intended as a joking matter among friends are always inappropriate in the work place and will not be tolerated. The conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or graphic material circulated within the workplace or educational environment that shows hostility toward a person or group because of a person's protected status or characteristic(s).

No employee or student should participate in such behavior and every supervisor/instructor must take immediate action to stop those who are known to be or suspected of being involved in such conduct. The supervisor or instructor must also contact and report the information to the Director of Human Resources.

How to Report Instances of Alleged Discrimination or Harassment

An employee or student who has a complaint or concern relating to any form of discrimination or harassment, or abusive, taunting or demeaning behavior, including concerns about such conduct from **non-employees**, should report the conduct to any one of the following: his or her supervisor, Dean of Students, Dr. Cynthia Anthony at (205) 428-6391, ext. 319, or Director of Human Resources, Mrs. Vergie Spears at (205) 929-6313. If a complaint involves a manager or supervisor,