601.04 HARASSMENT (State Board guidelines available)
Lawson State Community College does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law. An employee’s race, sex, religion, color, national origin, age, disability or any other factor protected by law, may not be considered as a basis for making any employment decisions regarding the employee, including, but not limited to, any decisions relating to hiring, promotion, training, job assignments, compensation, discipline, discharge, and other terms and conditions of employment. The term “harassment” includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct; or intimidating, threatening or offensive behavior relating to an employee’s race, sex, religion, color, national origin, age, disability, sex or other factors protected by the College’s policy and law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person’s job performance.

This policy applies to each and every employee at the College. It is the College’s policy that all employees and students have a right to work and learn in an environment free of discrimination, which encompasses freedom from any form of harassment. This includes the behavior of peers, superiors, subordinates, and visitors to the premises. Such conduct by an employee may result in disciplinary action up to and including dismissal.

PROGRESSIVE DISCIPLINE PROCEDURE

It is the policy of Lawson State Community College to use a four-step progressive discipline system to correct unsatisfactory behavior or performance by college employees.

The following steps of progressive discipline will be implemented:

1. A verbal warning for a first offense. (Puts the employee on notice of his/her problems.)
2. A written warning if the problem continues. (Allows the employee the opportunity to correct his/her behavior.)
3. Possible suspension. (Alerts the employee to the consequences of not improving.)
4. Termination if the problem persists. (Creates a record of the problems.)

I, ____________________________________________, the undersigned, hereby acknowledge receipt of the College’s Harassment Policy as set forth in the Board of Education policies and procedures governing the Alabama Community College System. I also further understand that violation of this policy may result in disciplinary action and/or possible termination.

_________________________________________  ________________________________
Signature                                      Date

NOTE: Please print your name on first line.

Revised 10/10/12