

SEXUAL HARRASSMENT POLICY

LCOOC is committed to maintaining a learning and working environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects a student or employee's employment relationship, working, or learning environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. This includes the following.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for employment or educational decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with an individual's work or classroom performance or creating an intimidating, hostile, or offensive environment.

It is a violation of institutional policy for anyone to recommend, make personnel decisions, or student status actions where the following conditions apply.

- Make sexual advances or request sexual favors when submission to or rejection of such conduct is the basis for either explicitly imposing or granting terms or conditions of employment or education that either favorably or adversely affects or student's welfare.
- Disregard and failure to investigate allegations of sexual harassment, whether reported by the employee or student who is the subject of the alleged harassment or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.
- Subject another employee or student through conduct or communication of a sexual nature.
- Take retaliatory action against any person(s) reporting a violation of the College's Sexual Harassment Policy.

Whenever such misconduct exists, the supervisor, instructor, or Dean of Student Affairs, Dean of Academic Affairs, Director of Human Resources, and/or General Counsel are required to take prompt and corrective action consistent with the discipline provisions of the appropriate policy manual. An employee member or student alleging either sexual harassment by anyone with supervisory authority, or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another employee, may file a grievance directly at the final step of the appropriate grievance procedure. Filing of a grievance or otherwise reporting sexual harassment will not reflect on the individual's status, as a student or employee, nor will it affect future employment, compensation, work assignments, or enrollment status. The responsibility for confidentiality, both of the complainant and the accused, will be respected insofar as it does not interfere with the institution's legal obligation or ability to investigate allegations of misconduct when it is found that misconduct has occurred.