

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.31

TITLE	HARASSMENT OF EMPLOYEES
REFERENCE	
HISTORY	Local Language Revised September 2003

Local Language

1. Harassment of College employees is prohibited.
2. Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation, interferes with the recipient's job performance, employment opportunities or creates a hostile working environment. Harassment related to an employee's race, color, sex, religion, national origin, age, creed, marital status, disability is a violation of this policy.
3. Racial harassment consists of oral, nonverbal, graphic, written, or physical conduct that shows hostility toward any employee based upon race.
4. Disability harassment consists of any oral, written, graphic, physical conduct or any act as relating to an individual's disability that is sufficiently severe, pervasive, or persistent so as to limit or interfere with the ability of the individual to participate in or benefit from programs or activities.
5. Unwelcome sexual harassment such as advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - * Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
 - * Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - * Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.
6. Complaint Procedures

The complainant initiates the complaint in writing within sixty (60) working days to be supervisor or division director of the department where the violation is alleged to have occurred. If the complainant believes it is inappropriate to discuss

with the supervisor, or the director or supervisor is party to the complaint, the complainant may discuss the problem with the Director of Human Resources or the Senior College Vice President of Administrative Services. If a mutually satisfactory solution is not reached within ten (10) working days, the complaint will be forwarded to the President.

7. The President may act directly or through a designee who will investigate the harassment claim and report findings within ten (10) working days of receiving the complaint.

8. Confidentiality

The College assures prompt and impartial consideration of complaints of harassment. Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting appropriate investigations.

9. Retaliation

Retaliation against employees who have filed a charge or participated in an investigation or opposed any unlawful practice is prohibited.

10. The President's decision shall be final for all other college employees.