

NORTHWEST FLORIDA STATE COLLEGE PROHIBITION OF SEXUAL HARASSMENT - EMPLOYEES

Northwest Florida State College forbids discrimination against any employee, applicant for employment or student on the basis of sex. The College will not tolerate sexual harassment activity by any of its employees. This policy also applies to non-employee volunteers who work subject to the control of a College employee.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of an individual's education; or
- Submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting that individual; or
- Such conduct interferes with an employee's work performance or student's academic performance, or creates an intimidating, hostile, or offensive work or college environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- verbal harassment or abuse of a sexual nature;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- unwelcome or inappropriate touching;
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment, grades, or academic standing.

Specific Prohibitions

It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates, including but not limited to incidents when the subordinate's failure to submit will result in adverse treatment, or when the subordinate's acquiescence will result in preferential treatment.

Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to sanctions, as described below.

Procedures

An employee who alleges sexual harassment by another employee may complain directly to the College Human Resources Officer or to the immediate supervisor. If the direct administrator or supervisor is the offending person, a report should be made to the next higher level of administration of supervision or to the Director of Human Resources. During the investigation of an alleged sexual harassment complaint the respondent has the right to provide a written, signed statement of his (her) version of events. Filing of a complaint or otherwise reporting sexual harassment will not affect the individual's status, future employment, future grades, extracurricular activities or work assignments. The right to confidentiality, both of the complainant and of the respondent, will be respected to the extent possible as provided in Florida Statutes and State Board Rules.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The President or designee has the responsibility of investigating and resolving complaints of sexual harassment.

Sanctions

A substantiated charge against a college employee shall subject such employee to disciplinary action, including but not limited to warning, suspension or termination, subject to applicable procedural requirements.