



Northwest Florida State College

TITLE: HARASSMENT

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To forbid harassment of any form towards employees or other college constituents and to establish the mechanism for investigating claims of harassment.

Local Language

1. Harassment of College employees or other constituents is against College Policy and will not be tolerated. NWFSOC is committed to an academic and working environment free of harassment.
2. Harassment is considered to be any repeated or unwelcome verbal, visual, 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, gender, religion, national origin, age, ethnicity, marital status, or disability or genetic information is a violation of this policy.
3. Harassment consists of any oral, nonverbal, written, graphic, or physical conduct directed at an individual based on any of the above categories.
4. 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.
5. Complaint Procedures

Northwest Florida State College requires any person who believes that he or she has been subjected to harassment to report, in writing, within sixty (60) working days the incident to the Director of Human Resources. The Director of Human Resources, or the President's designee (s), will interview the accused employee, or any other person thought to have significant information relevant to the complaint, regarding the nature of the complaint. Upon completion of the investigation, the Director of Human Resources or the President's designee, will prepare a written report of the investigation and submit to the President within 15 working days.

6. The President will make a recommendation as to whether disciplinary action should or should not be pursued within 15 working days.

7. 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.

8. Retaliation

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

9. Sanctions for those found to have engaged in harassing behavior, those who are found to have intentionally made a false claim of harassment, or those who engage in retaliatory behavior will be subject to sanctions covered by Policy Number HR 5.00 (Employee Disciplinary Measures).

10. Any employee who is made aware of another's concern that harassment is occurring has a duty to report that information to a College Vice President or to the Director of Human Resources.

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