

POLICY 420.03: Sexual Harassment Complaints

EFFECTIVE: 11-10-2020

SUPERSEDES:

SOURCE: *Code of Alabama* 16-60-111.4

CROSS REFERENCE: ACCS Board Policy 620.03

This policy is intended to cover complaints of sexual harassment occurring in a College's education programs or activities by an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in a College's education programs or activities.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the *Civil Rights Act of 1964* for employees and under Title IX of the *Education Amendments of 1972* for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunities; or submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

An individual who believes he/she has been subjected to or observed sexual harassment by any person associated within Snead State Community College (other than a President), shall report the action immediately, and in no event less than ten (10) calendar days following the event, to the Title IX Coordinator, Human Resources Director, or President. In conjunction with the

report, the individual shall provide a written statement, as well as any evidence the individual believes substantiates the complaint, and shall be required to assist in an appropriate investigation.

The College shall designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation shall be conducted promptly and within 45 calendar days if practical, but not later than 60 days, unless this period is extended by agreement of the complaining and responding parties. The President or his/her designee shall issue a written response to the reporting individual within 15 calendar days if practical, but not later than 30 days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response shall be final.

Please refer to the Title IX Sexual Harassment Complaint Procedures: <https://snead.edu/title-ix/>