

PROCEDURE 2.20.1: REPORTING STUDENT & EMPLOYEE HARASSMENT & SEXUAL HARASSMENT

Reporting harassment

All Sandburg employees are responsible to help avoid harassment. Students or employees who believe they're victims of harassment or have witnessed harassment based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status, by another student, a college representative, college personnel or a third party (as defined in Procedure 2.20.0) must submit a harassment report immediately to one of the college's two equal employment opportunity (EEO) officers, who can be found under the [equal opportunity discrimination statement page](https://sandburg.edu/equal-opportunity-discrimination-statement) on sandburg.edu.

The harassment report should include:

- Complainant's name
- Alleged harasser's name
- Date(s) of occurrence(s)
- Brief description of the incident(s)

Investigation

The college's EEO officer notified will promptly and thoroughly undertake or authorize an investigation, which will be conducted by the college's EEO officer(s) or by any other person(s) designated by the college. If the investigation results in a finding of harassment, Sandburg will take remedial action to stop the harassment and prevent recurrence.

Sandburg keeps complaints and the terms of their resolution confidential to the extent possible during the investigation. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

Discipline

Students and employees who make good faith complaints pursuant to this policy will not be disciplined.

Any college representative or other college employee who, after an investigation, is determined to have engaged in harassment is subject to disciplinary action up to and including discharge.

Any college student who, after an investigation, is determined to have engaged in harassment is subject to disciplinary action, including but not limited to, suspension and expulsion consistent

with the discipline policy. When a student violates this policy, the violation is considered a non-academic violation of the college code. When the chief student development officer decides disciplinary action must be taken, they must institute disciplinary proceedings as specified by Procedure 3.16.1.1.

The college will take prompt, appropriate action to address the violation upon an investigative finding that a student or employee was harassed by non-employee college personnel or by a third party.

Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

No retaliation

Sandburg forbids retaliation against anyone for reporting any form of harassment, assisting in making such a complaint or cooperating in an investigation of the complaint. If you feel you've been retaliated against, notify one of the college's two EEO officers immediately as specified above.

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