



Policy Category: Administrative Services - HR

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Policy Reviewed:

Policy Title: Sexual Harassment

Policy Board Approved: 2009-0

Policy Statement:

Hocking College will not tolerate sexual harassment or related behavior of any kind. It is the policy of the College to maintain a working environment free from any discrimination and to prohibit sexual harassment against employees and applicants due to sex including sexual harassment, which is prohibited by federal ([42 U.S.C.2000e 2a](#)) and state ([O.R.C. 4112](#)) law. This includes discriminatory sexual advances or harassment which adversely affects an employee's terms or conditions for employment, either directly or indirectly.

Any applicant or employee who believes that he or she is a victim of gender discrimination, or sexual harassment through unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature by a supervisor, subordinate, peer, student, or vendor should immediately report such an incident to the director of Human Resources to receive counseling and to discuss methods of resolution.

Definitions Sexual Harassment is a form of sex discrimination and is defined as any unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. There are two types of sexual harassment: Quid Pro Quo and Hostile Work Environment.

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- Quid Pro Quo – is the Latin term for “this for that” and is a “something for something” type of harassment. This can occur either explicitly or implicitly when submission to the conduct is made as a term or condition of employment or submission or rejection of the conduct is the basis of employment decisions and/or retaliation.
- Hostile Environment – is any conduct which has the purpose or effect of unreasonably interfering with one’s work performance or creating an intimidating, hostile, or offensive working environment and the harassment is directed against one’s sex.

Sexual harassment can come from any individual in the workplace, including a supervisor, co workers, a student, customer, or a supplier. Sexual harassment doesn’t refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, which lowers moral and therefore interferes with work effectiveness. *Sexual harassment may take different forms including but not limited to verbal conduct (sexual innuendos, sexually vulgar or explicit language, sexually explicit jokes, suggestive comments, gestures, or sounds sexually vulgar o explicit emails, magazines, photographs, cartoons, etc.) physical conduct (unwanted physical contact, coerced sexual intercourse, rape, attempted rape, assault, etc.)*

This policy applies to all persons employed by or under contract employment with Hocking College as well as applicants for employment. Conduct found to violate this policy does not necessarily establish a violation of state or federal anti discrimination laws.

Any complaint received by a supervisor must be transmitted to the Director of Human Resources. All formal complaints are encouraged to be in writing and submitted to the Director of Human Resources immediately after the offending conduct occurs. Every complaint received will be thoroughly investigated. Every effort will be made to protect the privacy of employees during any investigation.

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No retaliatory measure will be taken against any employee who complains of sexual harassment. Likewise, no retaliatory actions will be taken against any individual who assists or cooperates with the College in the investigation of sexual harassment complaints.

It is a violation of this policy for anyone to knowingly make false accusations of harassment and discrimination. To do so will result in disciplinary action up to and including termination of employment or expulsion from the College. Failure to prove a claim of harassment or discrimination is not equivalent to a false accusation.

Harassment and discrimination are also illegal. This policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.