



Administrative Rules

Subject: Harassment Prevention

AR# 6.02.001

Based on Board Policy: [F-2, Ensuring](#) a Work Environment Free From Harassment

**Approved by
Council/President:** Administrative Services Council

Date Approved/Amended: 02/4/1998

Value Statement

The Austin Community College District (“ACC” or “the College”) seeks to maintain an environment free from harassment and intimidation in accordance with Title VII of the Civil Rights Act of 1964.

Rule

Any practice or behavior that constitutes harassment of employees, students or any other persons associated with Austin Community College will not be tolerated. Anyone who is found to have engaged in such conduct shall be subject to disciplinary action which may include termination.

DEFINITIONS

Sexual harassment is defined by the Equal Employment Opportunity Commission as, "unwelcome 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 is the request for sexual favors, when submission to or rejection of such request becomes a basis for employment or academic related decisions.

Hostile environment is when an atmosphere is fused with unwelcome sexual conduct that interferes with an individual’s job performance or learning environment or creates an intimidating, hostile or offensive environment.

Racial harassment is conduct which includes racially derogatory remarks, racial slurs or any other racially motivated action. Provisions of this rule will be applied without regard to the ethnicity and/or race of the employee(s) involved.

COMPLAINT PROCESS

Any employee who has a formal or informal complaint or who observes potentially harassing conduct in the workplace or at college activities should bring the complaint to the attention of his or her immediate supervisor, instructor, or the Vice President of Human Resources. The Office of Human Resources is

responsible for investigating harassment complaints. The Vice President of Human Resources may appoint an investigator to explore the harassment complaint.

INVESTIGATION PROCESS

The College's investigation will include interviews with all relevant persons including the complainant, the alleged harasser, and other potential witnesses. If the investigation reveals that the complaint appears to be valid, immediate and appropriate corrective action, up to and including discharge, will be taken to stop the harassment and prevent its reoccurrence. The alleged harasser may also be required to participate in training. If the validity of the complaint cannot be determined, immediate action will be taken to reacquaint all parties with harassment prevention provisions to avoid harassment in the future. The College will review its finding with the complainant.

RETALIATION

Retaliation is prohibited against employees filing a complaint of harassment or assisting in an investigation of harassment. All complaints will be held in confidence and will be revealed to other individuals only on a "need to know" basis.

President/CEO:

Date: