

## **INTERCOAST NON-DISCRIMINATION POLICY**

### **I. Policy**

It is the policy of InterCoast Colleges (the “College”) to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual misconduct. The College has enacted the Campus Sexual Misconduct Policies & Procedures (the “Policy”) to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy. The Policy can be found at the College’s website at [www.intercoast.edu](http://www.intercoast.edu) or obtained in person from the Title IX Coordinator (see below).

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, sex offenses, domestic violence, dating violence, sexual exploitation, and stalking. This Policy also prohibits retaliation against a person who reports, complains about, or who otherwise participates in any matter related to this Policy.

The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The College also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Fairfield Campus:

Orquedia Chavez, Title IX Coordinator/504 Coordinator  
320 Campus Ln, Suite C  
Fairfield, CA 94534  
Phone: (707) 421-9700  
Email: [orquedia.chavez@intercoast.edu](mailto:orquedia.chavez@intercoast.edu)

West Covina Campus:

Christopher Rush, Title IX Coordinator/504 Coordinator  
2235-B East Garvey Avenue North  
West Covina, CA 91791  
Phone: (626) 337-6800  
Email: [christopher.rush@intercoast.edu](mailto:christopher.rush@intercoast.edu)

Rancho Cordova Campus:

Orquedia Chavez, Title IX Coordinator/504 Coordinator  
9738 Lincoln Village Dr. Suite 120  
Rancho Cordova, CA 95827  
Phone: (916) 714-5400  
Email: [orquedia.chavez@intercoast.edu](mailto:orquedia.chavez@intercoast.edu)

Riverside Campus:

Christopher Rush, Title IX Coordinator/504 Coordinator  
21840 Van Buren Boulevard  
Riverside, CA 92508  
Phone: (951) 779-1300  
Email: [christopher.rush@intercoast.edu](mailto:christopher.rush@intercoast.edu)

Inquiries or complaints concerning the College’s compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education’s Office for Civil Rights.

Office for Civil Rights, San Francisco Office  
50 United Nations Plaza  
Mail Box 1200; Room 1545  
San Francisco, CA 94102  
Tel: 415-486-5555  
Fax: 415-486-5570  
TDD: 800-877-8339  
Email: [OCR.sanfrancisco@ed.gov](mailto:OCR.sanfrancisco@ed.gov)

InterCoast desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. InterCoast will achieve this through:

- A. Education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability.
- B. InterCoast will provide training at least twice per year to its staff and faculty strategies aimed at preventing racial or other forms of discrimination. Faculty, though the direction of the Campus President, will incorporate educational strategies in their curricula and classes as fully as possible that provides sensitivity training and anti-discrimination training in their classrooms, at least once while the student is in school.

## **II. Offenses**

Offenses of discrimination, both individual and institutional, by anyone enrolled at or employed by InterCoast, are behaviors that are not acceptable. Such behavior is expressly prohibited by the Campus Sexual Misconduct Policies & Procedures and may also violate federal, state and/or local laws. Behaviors that are considered offensive, while certainly not an all-inclusive list, are as follows:

- A. Verbal, physical, or written communication relating to gender, race, ethnicity, color, sexual preference, or age which has the purpose or effect of unreasonable interference with an individual's performance, or which creates a hostile, offensive or intimidating atmosphere for members of the target group is considered offensive and is subject to disciplinary action. InterCoast will not tolerate any acts of intimidation, or any behaviors that demean, slur or stereotype an individual or group on the basis of gender, religion, race, disability, color or descent, or national or ethnic origin, sexual preference or age.
- B. While some examples of harassment, such as physical and verbal assaults, are easily identified, some other examples—including epithets and “humor” or “tagging”—often go unacknowledged. All of the above instances are equally demeaning and are in violation of this policy.
- C. The Campus Sexual Misconduct Policies & Procedures prohibit sexual misconduct. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under the Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Policy's Definitions of Key Terms.

## **III. Complaint Procedure**

InterCoast strongly encourages any victim of discrimination to report the incident in a timely manner. InterCoast prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). A complaint may be withdrawn or resolved before the procedure is completed. InterCoast will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Complaints of sex discrimination, harassment, and misconduct, including sexual assault, sex offenses, domestic violence, dating violence, sexual exploitation, and stalking, are governed under the Campus Sexual Misconduct Policies & Procedures. This Policy is posted on the InterCoast website at [www.intercoast.edu](http://www.intercoast.edu) and also published as part of InterCoast's Annual Security Report. The Campus Sexual Misconduct Policies & Procedures Guidance Memorandum, published below, summarizes these important policies and procedures.

Any other incident of discrimination should be reported promptly to your supervisor, the Campus President, to any other manager, or to [president@intercoast.edu](mailto:president@intercoast.edu). Upon receipt of such report, InterCoast will take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. The procedures for addressing discrimination (other than sex discrimination complaints governed by the Campus Sexual Misconduct Policies & Procedures) may include but are not limited to:

- 1) Directly address the alleged offender.
- 2) Participate in appropriate mediation with the alleged offender.
- 3) File a grievance to remain on file (no immediate action required).
- 4) Have the appropriate staff address the issue with the alleged offender as directed.
- 5) File a police report through the President's Office if the alleged offense is a criminal offense.
- 6) File a formal written complaint.

When a formal complaint has been submitted, the President is responsible for deciding the appropriate offices and/or staff to review the complaint. While there is no time limit for reporting, reports of discrimination should be brought forward as soon as possible. All incidents should be reported even if significant time has elapsed, but prompt reporting will better enable InterCoast to respond, investigate, provide an appropriate remedy, and impose discipline if appropriate. In general, an investigation may last up to 30 days, from the date that written notice of the investigation was sent to the complainant and respondent.

#### **IV. Remedies**

If the person charged in the complaint is found to have violated this policy, remedies may range from prescribed educational trainings to various levels of disciplinary action up to and including termination. Sanctions imposed for violations of this policy shall be:

- Fair and appropriate given the facts of the particular case;
- Consistent with the College's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

InterCoast may also determine that additional measures are appropriate to respond to the effects of the incident on the school community.