

INTERCOAST ANTI-HARASSMENT POLICY

InterCoast Colleges (InterCoast) is committed to providing a workplace free of sexual harassment (including harassment based on gender, pregnancy, childbirth or related medical conditions), as well as harassment based on such factors as race, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status or veteran status.

Employees, Students, and Non-Employees: InterCoast prohibits harassment of employees and students by supervisors, co-workers, students, faculty, and staff. Similarly, all employees and students are prohibited from harassing any non-employees. InterCoast will also attempt to protect employees and students from harassment by non-employees in the workplace. In a school setting, the role between the school employee or contractor, including faculty, are multifaceted, including serving as a guide, mentor, and advisor. The influence and authority of many of the school's personnel extend far beyond the school. Consequently, and as a general proposition, InterCoast believes that a sexual or romantic relationship between a representative of the school and a student, even where consensual and whether or not the student would otherwise be subject to supervision or evaluation, is inconsistent with the proper role of the employee, and must be avoided. InterCoast therefore does not allow such relationships.

Required Training: All Supervisors and Faculty are required to participate in a minimum 2-hour sexual harassment training at least every two years. All non-supervisory staff and students will be provided Harassment Prevention Training generally within 60 days of hire or starting school.

Examples of Harassment: Harassment includes verbal, written, physical, or visual conduct that creates an intimidating, offensive, or hostile working or learning environment or that interferes with work or school performance. Harassing conduct may take many forms such as slurs, jokes, statements, letters, notes, gestures, pictures, or cartoons regarding an employee's sex, race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status. Sexual harassment includes all these sorts of conduct and unwanted sexual advances. Examples of sexual harassment include:

- requests for sexual favors;
- conversations containing offensive sexual comments;
- offering employment benefits (employees) or other benefits (students/employees) in exchange for sexual favors;
- making or threatening reprisals in response to refusals to give sexual favors;
- leering, sexual gestures, displaying sexually suggestive objects or pictures;
- comments, epithets, slurs, and jokes of a sexual nature or about an individual's body; and
- touching, assaulting, impeding, or blocking another individual.

Reporting: An incident of sexual harassment may be reported directly to InterCoast's Title IX Coordinator. If InterCoast's Title IX Coordinator is the alleged perpetrator of the sexual harassment, the report should be submitted to InterCoast's Director of Student Affairs. Reports of sexual harassment will be investigated and adjudicated in accordance with the Campus Sexual Misconduct Policies & Procedures. While there is no time limit for reporting, reports of sexual harassment 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.

Any other incidents of harassment should be reported promptly to your supervisor, the Campus President, to any other manager, or to president@intercoast.edu. You are not required to complain to your supervisor or teacher if that person is the one harassing you or if you are uncomfortable doing so. For those allegations of harassment not governed by the Campus Sexual Misconduct Policies & Procedures:

- **Investigation and Retaliation:** Every reported complaint of harassment will be investigated thoroughly and promptly. 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. 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. InterCoast prohibits retaliation against any employee or student for cooperating in an investigation or for making a complaint.
- If based upon a preponderance of the evidence, an employee or student is determined to have violated InterCoast policies by harassing another person, the harassing employee or student will be disciplined. Disciplinary action may range from warnings to immediate termination, depending on the circumstances. If a non-employee harasses an employee or student, corrective action will be taken after the appropriate management personnel are consulted.

Sexual Harassment and Retaliation are Illegal: Sexual harassment and retaliation for opposing sexual harassment or for participating in investigations of sexual harassment are illegal. This is also true for the other types of harassment prohibited by this policy. However, intentionally making a false report or providing false information is grounds for discipline. **California:** In addition to notifying InterCoast about any harassment or retaliation, California employees may complain to the California Department of Fair Employment and Housing (DFEH). All employees may complain to the Equal Employment Opportunity Commission (EEOC). In California, the deadline for filing complaints with the DFEH is one year from the date of the unlawful conduct. If the DFEH believes that a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. **All States:** The EEOC will review your complaint and determine whether to file a lawsuit in court. The deadline for filing complaints with the EEOC is usually 180 days after the unlawful conduct. However, in California, the deadline may be extended if you first file a complaint with the DFEH. Both the FEHC and the courts can award monetary and other relief in valid cases. For information about contacting the DFEH, the FEHC, or the EEOC please see the posted notice regarding harassment located in the staff break area and/or student break area or check the state government listings in the local telephone directory.