## Sexual Harassment Policy Statement

Southern Arkansas University Tech is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates College policy as well as state, federal and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, staff, students, vendors, contractors, and visitors to the College.

It is also a violation of SAU Tech’s policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Any individual who, after thorough investigation and an informal or formal hearing, is found to have violated this College’s policy against sexual harassment will be subject to disciplinary action, including, but not limited to reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

Definition: Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) Submission to such conduct is an explicit or implicit condition of an employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of (a) Unreasonably interfering with an individual’s work or academic performance; or (b) Creating an intimidating, hostile, or offensive work or academic environment.

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status. Sexual harassment can occur on College premises or off campus at College sponsored events. It can occur between members of the same gender as well as between members of different genders.

## Anti-Harassment Policy Statement

No College employee, student, or individual on College property may intentionally harass or abuse a person (physically, or verbally) with the purpose or effect of unreasonably interfering with such person’s work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the College Diversity and Equity Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability or veteran status. This policy will be applied with due respect for the College’s commitment to equality of opportunity, human dignity, diversity, and academic freedom.

## Guidelines and Procedures for the Resolution of Complaints

* The Affirmative Action Policies and Procedures shall be enforced in a manner consistent with due process protections, including the right of any individual charged with a violation to a notice and a hearing.
* Confidentiality shall be of primary important insofar as may be consistent with due process.
* Informal resolution shall be the established practice for minor conflicts and disputes. Major disputes and recurring minor incidents of intentionally discriminatory behavior shall be addressed through formal resolution.
* Records shall be maintained which are adequate for statistical and policy review. Record keeping must not be inconsistent with, and must not take priority over, confidentiality and a preference for informal dispute resolution.
* All complaints shall be directed to the Vice Chancellor for Finance & Administration.
* Employees who knowingly file fraudulent complaints under this policy are subject to disciplinary action.
* Employees will not be subject to retaliation for filing legitimate complaints.

Employee Procedures for filing Discrimination or Harassment Complaints

* Contact the Vice Chancellor for Finance & Administration
* Fill out the College Discrimination/Harassment Complaint Form
* Make an appointment with the VCFA and be prepared to provide a description of the incident which includes a chronology, identifies the person(s) involved, as well as naming witnesses, if any to the incident
* If an investigation is conducted, the person(s) named in the complaint will be notified and provided a copy o the complaint
* When the investigation is completed, all involved parties will be notified of the resolution

## Appendix

Civil Rights Act of 1964

<http://usinfo.state.gov/usa/infousa/laws/majorlaw/civilr19.htm>

Education Amendment Act of 1972

[www.usdoj.gov/crt/cor/coord/titleixstat.htm](http://www.usdoj.gov/crt/cor/coord/titleixstat.htm)

US Department of Justice

[www.usdoj.gov](http://www.usdoj.gov)

EEOC

[www.eeoc.gov](http://www.eeoc.gov)

US Department of Education

[www.ed.gov](http://www.ed.gov)

Veterans

[www.dol.gov](http://www.dol.gov)

Vietnam Era Veterans Readjustment Assistance Act

[www.dol.gov](http://www.dol.gov)

Rehabilitation Act of 1973

[www.dol.gov](http://www.dol.gov)

American’s Disability Act

[www.dol.gov](http://www.dol.gov)

#### Southern Arkansas University Tech

## Discrimination/Harassment Complaint Form

Please list the person(s) who is directing the discrimination/harassment towards you.

What position does this person hold on campus?

Where did the incident occur?

When did the incident occur? List times and dates.

Please describe the incident(s) and include such information as how you were discriminated against or harassed; if the harassment included body contact and to what extent; what if any, gestures or language were used; and if there were any witnesses to the incident(s). Indicate if there were any threats or promises in connection with the harassment.

Have you discussed this situation with the person involved?

If no, why not? If yes, what was the response? Please list date, time and location of this discussion.

Have you discussed this situation with your supervisor or the appropriate College administrator? If no, why not? If yes, what was the person’s response? Please list date, time, and location of this discussion.

Please list any additional information that you feel would be helpful to the College in investigating your complaint.

The above summation of my complaint is accurate to the best of my knowledge.

Signature

Date