

or if you do so and the behavior does not stop, then discuss the matter immediately with your supervisor, another supervisor, Campus Director or Director of Human Resources. Campus Directors and/or supervisors who receive a harassment complaint are to contact the Director of Human Resources immediately.

4. COMPLAINT PROCEDURE

Because time is of the essence in the College's ability to effectively investigate and resolve complaints of harassment, the maximum time frame for reporting is one year from the date of such events.

If you believe that you have been unlawfully harassed, submit a written complaint to your own or any other College supervisor, or Campus Director. If these management team members do not appropriately address your concerns, or if you are not comfortable in making the report at this level, submit a written complaint directly to the Director of Human Resources or Vice President of Administration. The College encourages all employees to report any incident of harassment forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

All complaints will be investigated promptly, impartially and discreetly. Upon completion of the investigation, the appropriate parties will be notified of the findings. Any supervisor, agent, or other employee who has been found to have harassed an employee will be subject to appropriate corrective action, ranging from disciplinary warning to discharge.

The College will not retaliate against you for filing a complaint and will not tolerate or permit retaliation by management, employees or co-workers.

5. INVESTIGATIONS

Effectively addressing a complaint of harassment will include a timely, fair and thorough investigation by the Campus Director, Director of Human Resources, and/or Vice President of Administration. An employee accused of harassment may, depending on the severity of the complaint, be placed on an administrative leave during this period. The severity of the complaint will determine whether the leave is paid or unpaid. The employee will be notified of the status of the leave.

The purpose of an investigation is to obtain facts and evidence to support the allegations. The complaining and accused employees will be notified of the outcome of the investigation. Witnesses are not informed of the outcome.

Either employee may appeal the outcome of an investigation by submitting a written statement to the College President. Time is of the essence for appeals concerning the outcome of an investigation because the passage of time can compromise the ability of SJVC to review events and obtain accurate and relevant information. Accordingly, employees must submit their written statement of appeal within 30 days of receiving notification of the outcome of the investigation. Timely appeals are considered only if there is a concern regarding impartiality of the investigator or if there is new information available. The employee will receive written notification of the results of a timely appeal.