

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Harassment		Approved by:
Insert:	02.12	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to unlawful harassment as well as the Alabama Community College System (ACCS) [Board Policy 601.04](#).

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment in any form. Employees and students shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.

SCOPE:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees may be expected to recognize and comply with College policies.

Harassment of students or employees by non-employees is also a violation of this policy.

DEFINITIONS:

Harassment: Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;
- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

DETAILS:

1. **Violation of this Policy:** Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
2. **Reporting Harassment:** This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the appropriate official at the institution within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to appropriate official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

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- Policy Distribution:** This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy.
- Educational Program:** A system-wide educational program shall be utilized to assist all members of the community to understand, prevent, and combat harassment. Coastal Alabama Community College is required to provide annual training related to harassment, including sexual harassment.
- Sexual Harassment:** Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#) for additional information.

PROCEDURE(S):

Student Complaints of Harassment Procedures

- Refer to <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/submit-a-student-complaint-process> for additional information.

Employee Complains of Harassment Procedures

- Refer to the [Employee Complaints and Grievances Policy](#).

ADDITIONAL PROVISIONS/INFORMATION:

Refer to the [Age Act Discrimination Policy](#).
Refer to the [Americans with Disabilities Act \(ADA\) Policy](#).
Refer to the [Equal Educational and Employment Opportunities Policy](#).
Refer to the [Working Conditions Policy](#) (Employee Discipline Section).
Refer to the [Family Educational Rights and Privacy \(FERPA\) – Buckley Amendment Policy](#).
Refer to the [Nondiscrimination Policy](#).
Refer to the [Rehabilitation Act Policy](#).
Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
Refer to the [Student Code of Conduct Policy](#).
Refer to the [Students First Act Policy](#).