

All complaints of harassment/discrimination are to be entered on this form and sent to the Chief Administration Officer. Conduct prohibited by CCS policy are those actions which allege discrimination, sexual harassment, sexual misconduct, domestic violence, dating violence, striking and/or retaliation. Other complaints will be remanded to the appropriate administrator for consideration and investigation.\*\*

Name of person making complaint \_\_\_\_\_ Date \_\_\_\_\_

Organizational unit (indicate one)  SFCC  SCC  District Administration

Work unit/department \_\_\_\_\_

Work phone number \_\_\_\_\_ Alternate phone number (optional) \_\_\_\_\_

Name, title or other description of individual(s) against whom the complaint is directed:

\_\_\_\_\_  
\_\_\_\_\_

Check the type of discrimination or harassment that relates to this complaint:

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> Age                    | <input type="checkbox"/> Disability               | <input type="checkbox"/> Parental / Pregnancy Status | <input type="checkbox"/> Sexual Harassment / Misconduct |
| <input type="checkbox"/> Aids/HIV / Hep C       | <input type="checkbox"/> Gender                   | <input type="checkbox"/> Race                        |   |
| <input type="checkbox"/> Color                  | <input type="checkbox"/> Marital Status           | <input type="checkbox"/> Religion                    | <input type="checkbox"/> Sexual Orientation             |
| <input type="checkbox"/> Creed                  | <input type="checkbox"/> National / Ethnic Origin | <input type="checkbox"/> Retaliation                 | <input type="checkbox"/> Veteran Status                 |
| <input type="checkbox"/> Other (describe) _____ |   |  |   |

State the events and/or actions that serve as the basis of your complaint. Include information about what happened, where, when, who was involved, etc. (Attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If appropriate, attach any notes/evidence/documentation supporting your complaint)*

**RETALIATION IS EXPRESSLY PROHIBITED**

CCS is committed to protecting any participant in the complaint process from retaliation. You have the legal right at any time to raise the issue without fear of reprisal.

*\*To the extent possible, proceedings will be conducted in a manner protecting the confidentiality of all involved. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is made known; however, files pertaining to the complaints will be maintained in confidence to the fullest extent of the law. **CCS cannot guarantee complete confidentiality.***

**TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE**

Received by: \_\_\_\_\_ Date \_\_\_\_\_

\*\*Allegations against a student, including student-to-student harassment/discrimination should be referred to chief student affairs officer.

## HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

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### ANTI-HARASSMENT/DISCRIMINATION POLICY (summary of Board of Trustees Policy 2.30.01)

#### (1) Equal Employment Opportunity

CCS is an equal opportunity employer and in accordance with applicable state and federal laws and regulations provides equal opportunity in employment without regard to status as a member of a projected class including race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, or genetic information.

#### (2) Non-discrimination, Anti-harassment, Prohibitions on Sexual Misconduct and Reasonable Accommodation

CCS's goal is to provide a work and academic environment free from conduct or behaviors that constitute discrimination, harassment, sexual misconduct and/or retaliation. As a result, the following conducts and behaviors are prohibited. This policy applies to individuals while on campus; while on property and facilities leased or used by CCS for any District activities; and/or while conducting CCS business off-campus such as business trips, field trips, athletic events, student activities, and internships.

- a. Discrimination: Prohibited unfavorable treatment of a person based on that person's membership or perceived members in a protected class.
- b. Harassment: A prohibited form of discriminatory conduct that includes physical, verbal, or other conduct that denigrates or shows hostility toward an individual because of their legally protected or perceived membership in a protected status; and is sufficiently severe, pervasive, and objectively offensive so as to substantially interfere with the terms and conditions of employment.
- c. Sexual Harassment: A prohibited form of discriminatory conduct that includes unwelcome conduct of a sexual nature and may include: verbal, written and electronic communications; nonverbal conduct; and/or physical conduct of a sexual nature. It may include gender-based harassment by a person of the same sex.
- d. Sexual Misconduct: Prohibited sexual misconduct includes sexually violent conduct including domestic violence, dating violence and/or other forms of sexual misconduct.

Our procedure strives to provide ways to encourage employees and supervisors to report and/or deal with any behavior that feels inappropriate or unwelcome. Although isolated incidents of harassment may not violate federal law, the message of "reasonable care" dictates immediate and serious consideration of any complaint. The message should always be that a work and learning environment of mutual respect is the only acceptable environment.

### COMPLAINT FORM

Anyone who believes he/she has been subject to conduct in violation of Board Policy 2.30.01 has the right to file a complaint. Any employee is authorized to accept or take a complaint. If the complainant does not feel comfortable with filing a written complaint, every effort will be made to take the complaint verbally. The employee will then document the verbal complaint on the attached form.

The Chief Administration Officer, or his/her designee, will assess the written complaint and determine the appropriate process necessary to ensure all relevant evidence is obtained and all critical elements are addressed. This normally begins with an initial interview with the complainant(s). The goal is to obtain sufficient information to determine the next step(s); which may include providing consultation, obtaining clarification, making referral and/or initiating a formal fact-finding investigation. If a formal investigation is undertaken, the complainant/accused will be alerted to the existence of a formal complaint and that an investigation of the complaint is underway.

To the extent possible, proceedings will be conducted in a discreet and sensitive manner. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. Files pertaining to the complaints will be maintained in confidence to the fullest extent of the law. CCS cannot guarantee complete confidentiality.

When the investigation is complete, to the extent appropriate, the person(s) filing the complaint and the person(s) alleged to have committed the conduct will be informed of the results of the investigation in summary form.

### **RETALIATION IS EXPRESSLY PROHIBITED**

Retaliation by, for or against any participant (accused, accuser or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation is prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Chief Administration Officer immediately.

