

CCS Administrative Procedure

3.30.01-A Non-discrimination / Anti-harassment

Implementing Board Policy [3.30.01](#)

Contact: District Academic Services Officer, 434-5060

1.0 Purpose

Community Colleges of Spokane promotes collegiality based on a belief in human rights and the dignity of each individual. Students shall be provided an environment free from any form of discrimination or harassment directed to any individual or group on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability, or veteran status that is severe, pervasive or persistent, and objectively offensive so as to substantially disrupt or undermine a person's ability to participate in or to receive benefits, services or opportunities of CCS. The purpose of this procedure is to establish the methods by which CCS will show reasonable care in the prevention of harassment and discrimination.

2.0 Limitations and Requirements

Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, veteran status, sexual orientation, or disability is prohibited in conformity with federal and state laws. Discrimination and harassment include conduct that:

- 2.1 Is sexually or racially motivated and has the purpose or effect of unreasonably interfering with a person's work or educational performance; and/or
- 2.2 Creates an intimidating, hostile, or offensive environment.

3.0 Complaint Procedures

- 3.1 Any student who believes he/she has been subject to harassment/discrimination has the right to file a complaint which will include a written statement describing the alleged harassment/discrimination. Any supervisor or administrator is authorized to accept or take a complaint.
- 3.2 Complainants may informally report the incident orally, formally by filing a written complaint, or both. If after informally reporting the student wishes to proceed to the formal process but is not comfortable with filing a written complaint, the Chief Student Services Officer will write down the student's oral complaint and have the student confirm the written notes have accurately reflected the student's statements.
- 3.3 Once the accuracy of the written complaint is confirmed by the student it will be forwarded by the appropriate Chief Student Services Officer to the Human Resources Office. All formal complaints will be sent directly to the Human Resources Office. If the student believes he/she is being harassed or discriminated against by a supervisor, administrator or employee, he/she should notify the Chief Human Resources Officer.

4.0 Complaint Investigation

The Human Resources Office is solely authorized to consider complaints of harassment and discrimination and to investigate them for CCS. All complaints, regardless of perceived merit or basis, are forwarded to the Human Resources Office for review and processing, without exception.

5.0 Confidentiality and Non-retaliation

- 5.1 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 complaint will be maintained in confidence to the fullest extent of the law.
- 5.2 Retaliation by, for or against any participant (accused, accuser or witness) is expressly prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Chief Human Resources Officer immediately, 434-5040.

6.0 Rights of the Accused

- 6.1 If a formal investigation is undertaken, the accused will be notified of the existence of the formal complaint and that an investigation of the complaint is underway. During the investigative process the accused will be informed of his/her right to representation during any investigatory meeting.
- 6.2 When the investigation is complete, to the extent appropriate, the complainant and accused will be informed of the results of the investigation in summary form.

7.0 Corrective Action

CCS will take appropriate corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment or discrimination took place. Any action taken will follow the due process provisions of applicable contracts or state regulations and will be reasonably calculated to end harassing or discriminatory behavior and correct inappropriate behavior.

8.0 Campus Contacts

- 8.1 Spokane Community College
- Associate Dean of Student Development, Bldg. 6
 - Dean of Student Services, Bldg. 15
 - Vice President of Student and Instructional Services, Bldg. 50
- 8.2 Spokane Falls Community College
- Office of the Associate Dean for Student Life, Bldg. 17, Rm 126
 - Office of the Chief Student Services Officer, Bldg. 17, Room 150
- 8.3 Institute for Extended Learning
- Office of the Vice President of Student Services, Bldg. 27, Rm 247
 - Office of the Vice President of Learning, Bldg. 27, Rm 247
- 8.4 Human Resources Office
- 501 N. Riverpoint Blvd, Suite 125
Telephone: 434-5040

9.0 Related Information

[Chapter 132Q-30 WAC](#), Standards of Conduct for Students