The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.

COMMUNITY COLLEGES OF SPOKANE

# Harassment/Discrimination
# INCIDENT NOTIFICATION FORM

***CONFIDENTIAL****

All complaints of harassment/discrimination are to be entered on this form and sent to the vice chancellor for human resources. Conduct prohibited by CCS policy are those actions which occur on the basis of race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status. Other complaints will be remanded to the appropriate vice president/vice chancellor for consideration and investigation.**

Name of person making complaint_____ Date_____

Organizational unit (*indicate one*) ❒ SFCC ❒ SCC ❒ IEL ❒ District Administration

Work unit/department_____

Work phone number_____ Home phone number (*optional*)_____

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

_____

_____

Type of complaint (On what basis do you believe you are being harassed/discriminated against?)

❒ Race ❒ Color ❒ Sexual ❒ Religion

❒ Creed ❒ Age ❒ Marital status ❒ National origin

❒ Sexual orientation ❒ Disability ❒ Veteran Status ❒ Retaliation

❒ 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.*)

## RETALIATION IS EXPRESSLY PROHIBITED

CCS is committed to protecting students, staff and faculty from retaliation. You have the legal right at any time to raise the issue of harassment/discrimination 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 of student-to-student harassment/discrimination should be referred to chief student affairs officer.

# HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE

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

Workplace harassment and discrimination directed to any individual or group on the basis or race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability and veteran status is a violation of the mission and purpose of the Community Colleges of Spokane as an institution of higher education and shall not be tolerated, and, pursuant to this policy shall be prohibited. Prohibited harassment shall include, but will not be limited to verbal and written comments, slurs, jokes, innuendos, cartoons, pranks and any and all other physical or nonphysical conduct or activity that can be construed as derogatory, intimidating, hostile or offensive and which is directed at the victim because of his/her membership in, association with or presumption of membership or association with the following: race, color, sex, religion, creed, age, marital status, national origin, sexual orientation, disability, political affiliation and veteran status; or any behavior or action, either physical or verbal, which is sexual in nature and unwelcome, unwanted or uninvited.

**The above policy is based on the principle that all forms of harassment and/or discrimination are wrong and will be dealt with promptly and effectively. Our purpose is to:**

- Prevent any form of harassment and discrimination in the workplace;
- Protect the working environment; and
- Assure that our institution responds to harassment when it occurs in a timely manner that effectively deters future incidents and affirms respect for all individuals.

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.

## INCIDENT NOTIFICATION FORM

Any employee who believes he/she has been subject to harassment/discrimination has the right to file a complaint. Any supervisor or administrator 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 supervisor/administrator will then document the verbal complaint on the attached form.

The Chief Human Resources 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 dealing with harassment/discrimination is prohibited. Any person who thinks he/she has been the victim of retaliation should contact the Chief Human Resources Officer immediately.

COMMUNITY COLLEGES OF SPOKANE