



How does the college respond to a complaint?

The college follows the guidelines published by the U.S. Department of Education, Office of Civil Rights (OCR). The college will investigate any complaint in a prompt, reliable, adequate, and impartial manner. The purpose of the investigation is to determine whether sexual harassment or violence occurred. The college respects the rights of both the complainant and the person or persons addressed in the complaint.

Depending on the facts of the individual situation, the college may proceed with actions consistent with its due process procedures, OCR guidance, personnel policies, collective bargaining agreements and Student Rights and Responsibilities Code. While an investigation is under way and/or as part of its resolution, the college may take steps to prevent the person(s) addressed in the complaint from contact with the complainant.

If the behavior may be criminal, you have the right to file a criminal complaint. This will not delay the college in doing its own work to resolve the complaint promptly and equitably.

What about retaliation?

The college prohibits any form of retaliation against a complainant. Any allegation of retaliation will result in an immediate investigation and appropriate action consistent with the college's due process procedures.

What are some examples of retaliation?

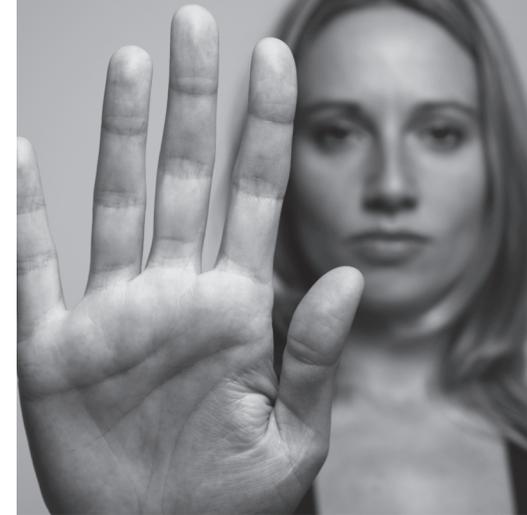
Retaliation is any adverse action taken because you complained or a person thinks you complained. These are examples:

- Lowering your grade
- Poor performance rating
- Changing work duties or assignments
- Exclusion from meetings
- Not being called on in class
- Change of work schedule
- Being threatened

Suppose drugs or alcohol are involved?

Sometimes people are afraid to complain about sexual harassment or violence because drugs or alcohol were involved. The college's highest priority is your safety and the safety of everyone on campus. Any other rules violations will be handled separately from the sexual harassment complaint. The use of alcohol or drugs never makes the victim at fault for sexual violence.

SEXUAL HARASSMENT



Improving people's lives through lifelong learning



STOP SEXUAL HARASSMENT

Centralia College prohibits sexual harassment. Sexual harassment robs people of their dignity. It can make the campus environment intolerable for students, employees, and visitors. Sexual harassment is morally, ethically, and legally wrong. Centralia College does not tolerate it.

The college encourages you to report immediately any act of sexual harassment or violence.

What is sexual harassment?

Sexual harassment is conduct that:

- is sexual in nature
- is unwelcome, and
- denies or limits your ability as a student or employee to participate in or benefit from Centralia College's education program or a safe workplace environment.

Sexual harassment can take different forms. The conduct can be carried out by college employees, students, or visitors. Males and females can be victims of sexual harassment. The harasser and the victim can be of the same gender.

Sexual harassment also includes conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking.

The conduct can occur in any college program, event, or activity, on and off campus. The conduct can be physical, verbal, or non-verbal.

When unwelcome sexual conduct is serious enough or pervasive enough it becomes sexual harassment.



What are some examples of sexual conduct?

- Requests for sex in exchange for higher grades or favorable employment decisions
- Pressure for dates
- Sexual phone calls, voice messages, or emails
- Making sexual propositions
- Leering, ogling, or staring
- Pressuring persons for sexual favors
- Touching of a sexual nature
- Writing graffiti of a sexual nature
- Displaying or distributing sexually explicit drawings, pictures, or written materials
- Performing sexual gestures
- Touching oneself sexually in front of others
- Telling sexual or dirty jokes
- Spreading sexual rumors
- Rating persons as to sexual activity or performance
- Circulating or showing websites of a sexual nature

Must the sexual conduct be unwelcome?

Yes, conduct is unwelcome if you did not request or invite it and you considered the conduct undesirable or offensive.

Are gay and lesbian students protected from sexual harassment?

Yes. The federal regulation (Title IX) prohibits harassing conduct of a sexual nature regardless of whether the harassment is aimed at gay or lesbian students.

How can I take action?

- Don't ignore it. Pay attention to cues, comments, instincts, and experiences. Address unwanted contact immediately.
- Say no. Tell the person that the conduct is unwanted. Tell them to stop it.
- Tell someone. If you are a student, tell the vice president for students, the director of student life, a teacher, a counselor, any college administrator, or the vice president for human resources. If you are an employee, tell your supervisor, a dean or vice president, a union representative, a college administrator, or the vice president for human resources. Information about sexual assault and relationship violence is available from the student life and involvement center and the counseling center, and human resources.

Which college official is designated to coordinate compliance with the federal laws concerning sexual harassment?

The vice president for human resources and legal affairs has ultimate oversight for the college's compliance with Title IX, the federal regulation that prohibits sexual harassment. This office handles complaints about employees and is in the Hanson Administration Building. The phone number is 360-623-8474.

The vice president for students handles complaints about students. This office is in the TransAlta Commons. The phone number is 360-623-8385.

Where can I get help as a victim?

The counseling center provides professional, confidential, no-cost crisis counseling services to students and employees. It is located in the TransAlta Commons. The phone number is 360-623-8967.

The Washington State Employee Assistance Program provides professional, confidential, and no-cost services to college employees. It is located at 1222 State Ave. NE, Suite 201, Olympia. The phone number is 360-753-3260.

The Human Response Network provides advocacy based counseling for victims of sexual assault and domestic violence. It is located at 125 NW Chehalis Ave, Chehalis. The phone number is 360-407-9490.

Does the college have an official grievance procedure?

Yes. The college has an official grievance procedure. It covers informal and formal complaints. It is part of the Washington Administrative Code (WAC). It is entitled, "Discrimination and Sexual Harassment Complaint Process," and is numbered WAC 132L-300. It is available in the vice president for students, the counseling center, the student life and involvement center, the vice president for human resources, and most college administrative offices.

Who should report?

Report, if you are:

- the victim,
- witnessed someone being a victim, or
- are aware of information that someone is or might be a victim.