

The College does not **condone** or tolerate **conduct which may constitute** sexual harassment by or against any employee. **Every employee has the right to work in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in sexual harassment shall be subject to immediate discipline up to, and including, dismissal.**

Sexual harassment is **defined as:**

1. **Making submission to** unwelcome sexual advances or **requests for sexual favors** a term or condition of employment;
2. **Basing an employment decision on submission** or rejection by an **employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;**
3. **Creating an intimidating, hostile or offensive working environment or atmosphere** either by a) **Verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language;** or b) **physical conduct which interferes with an employee's work performance.**

Sexual harassment is unwelcome or unwanted sexual conduct that is either very serious or occurs frequently. The harasser may be another employee, a supervisor, or even a College customer. The harasser may be male or female. The sexual conduct can be verbal, physical, in writing or in pictures. Illegal sexual harassment creates a hostile or intimidating work place and interferes with an employee's job performance.

The College encourages healthy fraternization among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct, which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

Examples

An employee regularly tells his co-worker that he really likes her and wants to go out with her, although she continues to say no. When he is close to her at work, he touches her. One day when they are alone, he tries to kiss her.

The manager has sexually harassed the employee.

Luisa works after school as a customer service representative. After a company dinner one evening, her supervisor offers to drive her home. During the car ride, her supervisor tells her that he thinks she is beautiful and asks her to have sex with him. Luisa refuses. When she goes to work the next day after school, her supervisor pulls her aside and tells her to look at her "new" work schedule. When she does, Luisa sees that her name has been removed from the schedule for the next several weeks.

Luisa has been sexually harassed by her supervisor and should report the conduct to another manager immediately.

Retaliation is a violation of this policy as well as a violation of the Illinois Human Rights Act and may result in discipline, up to and including termination. No employee will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint of sexual harassment.

An employee who has a complaint of sexual harassment or retaliation, tied to the workplace by anyone, including supervisors or co-workers, must bring the problem to the attention of the responsible College officials. Employees should bring their complaints to the vice-president to whom the department reports, unless such vice-president is the alleged harasser, in which case the complaint should be made to another vice-president or to the president.

Any employee who has knowledge of conduct that would be considered sexual harassment shall report such conduct to the responsible College officials. Failure to report sexual harassment will subject the employee to discipline, up to and including discharge.

All complaints will be promptly investigated and handled in a manner consistent with Board policy. All persons should be aware that every effort will be made to protect the privacy of the charging party and the person accused of sexual harassment.

The College will take appropriate corrective action, including disciplinary measures, when justified, to remedy all violations of this policy.

The College shall conduct annual training regarding sexual harassment.

Employees who believe they have been subjected to sexual harassment have the right to file and pursue claims through the Illinois Department of Human Rights, the Human Rights Commission and the U.S. Equal Employment Opportunity Commission (EEOC).

These agencies can be reached at:

Human Rights Commission	Illinois Department of Human	EEOC
William G. Stratton Office	Rights	Chicago District Office
Building	Springfield Office	500 West Madison Street
Suite 802	222 South College	Suite 2000
Springfield, Illinois 62706	Room 101-A	Chicago, Illinois 60661
Tel: (217) 785 - 4350	Intake Unit	Phone: 1-800-669-4000
TDD: (217) 557 - 1500	Springfield, IL 62704	Fax: 312-869-8220
Fax: (217) 524 - 4877	TEL: (217) 785-5100	TTY: 312-869-8001
	TTY: (866) 740-3953	
	FAX: (217) 785-5106	

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