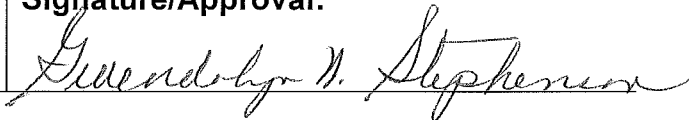


ADMINISTRATIVE RULES

Title: HARASSMENT, INCLUDING SEXUAL HARASSMENT	Identification:	6HX-10-2.11
	Page:	1 of 3
	Effective Date:	April 19, 2006
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval:	

PURPOSE

This rule establishes College policy regarding harassment, including sexual harassment at Hillsborough Community College.

RULE

Hillsborough Community College does not and will not tolerate harassment of our students, employees, applicants, customers, or vendors. The term "harassment" includes, but is not limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, pregnancy, sexual orientation, race, national origin, color, age, and religion including unwelcome religious persuasion, disability, marital or other protected status. "Harassment" also includes unwelcome or unwanted sexual advances, requests or demands for favors, and other verbal, graphic, or physical conduct, or written communication (including e-mail and facsimiles) of a harassing or sexual nature involving either members of the opposite sex or the same sex.

- Sexual advances include, but are not limited to, patting, pinching, brushing-up against, hugging, cornering, kissing, fondling, or any other similar physical contact.
- Unwelcome requests or demands for favors include, but are not limited to, subtle or blatant expectations, pressures or requests for any type of favors, including sexual favors; or unwelcome requests for dates. Such unreasonable demands may or may not relate to an implied or stated promise of preferential treatment, or a threat of negative consequences concerning employment upgrading, demotion, transfer, layoff, termination, rate of pay or other form of compensation, and selection for training.
- Verbal and written abuse or unwelcome kidding includes, but is not limited to, that which is sexually-oriented; inappropriate comments about sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status; dirty jokes that are unwanted and considered offensive; or tasteless or comments, innuendoes, epithets, slurs, negative stereotyping, or actions relating to sex, pregnancy, sexual orientation, race, national origin, color, age, religion including unwelcome religious persuasion, disability, marital or other protected status that offend.

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- Harassment also includes any form of behavior that unreasonably interferes with school or work performance, including, but not limited to, unwanted sexual attentions, comments, interruptions, or other communications, whether sexually-oriented or otherwise related to a prohibited form of harassment, that reduces productivity or time available to perform school or work-related tasks.
- Also prohibited under this policy are actions that create an environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attention, whether sexually-oriented or otherwise related to a prohibited form of harassment.
- The distribution, display, or discussion of any written or graphic material, including calendars, posters, cartoons, or names, that belittles or show hostility or aversion toward an individual or a group because of sex, pregnancy, sexual orientation, race, national origin, color, age, religion, including unwelcome religious persuasion, disability, marital or other protected status is also prohibited under this policy.
- All students and employees are covered by this policy and are strictly prohibited from engaging in any form of harassing conduct. No employee or student has the authority to suggest to another employee, student, or applicant that the individual's employment, continued employment, or future advancement will be affected in any way by entering into or refusing to enter into a personal relationship. Such conduct is a direct violation of this policy.
- Normal, courteous, mutually respectful, pleasant, and non-coercive interactions between employees, students, vendors, clients, or customers, including men and women, that are acceptable to both parties are not considered harassment.
- Violation of this policy will subject an employee or student to disciplinary action, up to and including immediate discharge or expulsion.

Duty to Report Harassment

An applicant, employee, or student being harassed by another employee, student, customer, or vendor should promptly notify an immediate supervisor or manager, whereupon the matter will be discreetly and thoroughly investigated. (Administrative Procedure 2.0403 - Methods for Processing Harassment Allegations, including Sexual Harassment) Hillsborough Community College will then take immediate steps to stop the behavior that violates the policy. Disciplinary action will be taken, when appropriate, against the offender(s).

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If an employee or student suffers harassment from a supervisor or any employee, student, customer, vendor or consultant and is not able to report, or is not comfortable reporting harassment to a Dean, an immediate supervisor, or if a complaint concerning another employee, student, customer, vendor or consultant is not handled satisfactorily, immediately contact the Assistant to the President or the Office of Equity. Any person utilizing this complaint resolution procedure will be treated courteously and the problem will be handled swiftly and as confidentially as feasible in light of the circumstances, with appropriate corrective action. The registering of a complaint will in no way be used against an employee or student or have an adverse impact on the individual's employment or student status. A record of the complaint and findings will become a part of the complaint investigation record, and a file will be maintained in the Office of Equity.

History: Adopted: 5/16/90; Revised: 2/19/92, 2/17/93, 9/21/94, 3/22/01; Formerly; 6HX-10-2.005