

***MT. SAN ANTONIO COLLEGE***  
**POLICY STATEMENT**  
**PROHIBITION OF SEXUAL HARASSMENT**

It is the policy of the Board of Trustees of Mt. San Antonio College to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

Harassment is not only unlawful, but it shall be a violation of this policy for any employee, student, agent of the Board, or one who is authorized to transact business or perform other acts or services on behalf of the College to engage in sexual harassment as defined below. Any person who knowingly violates this policy will be subject to appropriate and immediate disciplinary action.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature. The definition includes gender-based harassment of a person of the same sex as the harasser and such behavior as sexually oriented jokes; conversation filled with sexual innuendoes and double meanings; sexually suggestive pictures or objects displayed which may embarrass or humiliate others; offensive physical conduct such as pinching, fondling, patting, kissing, and other visual, verbal, or physical conduct of a sexual nature when such behavior is:

1. made either or implicitly a term or condition of instruction, employment in college programs, services or activities; or
2. used as a basis for educational, employment, or business decisions affecting such individual; or
3. has the purpose or effect of unreasonably interfering with the individual's educational or work performance or creating an intimidating hostile, or offensive educational or working environment.

All employees are responsible for conducting themselves in the workplace in a manner that their actions do not sexually harass any other individual. Managers are additionally responsible for ensuring that their work environment is free from sexual harassment.

The Affirmative Action Officer is responsible for assisting employees regarding alleged sexual harassment occurs or is perceived as occurring; educational the College's staff regarding the issue of sexual harassment and developing strategies for its elimination; and conducting investigation and responding to allegations of sexual harassment.

In addition to these College processes, job applicant or employees who believe they have been sexually harassed may, within one year of the harassment, file a complaint of sex discrimination with the California Department of Fair Employment and Housing (DFEH). The DFEH is a neutral fact-finder and attempts to help parties voluntary receive disputes. If the DFEH finds evidence of sexual harassment and settlement efforts fail, the DFEH may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complaint's behalf by the DFEH. If the commission finds that harassment occurred, it can order remedies to the complaint or penalties against the harasser and/or employer for violation including: hiring, back pay, promotion, reinstatement, damages for emotional distress, cease and desist order, or a fine up to \$50,000. The local Fair Employment and Housing Office is located at:

322 West First Street, #2126  
Los Angeles, CA. 90012-112  
(213) 897-2840.

The College assures that no retaliatory action shall be taken against those persons who: (a) oppose practices prohibited in this policy; (b) file complaints of sexual harassment; or (c) assist with or participate in a sexual harassment investigation, proceeding, or hearing conducted by the College or the Fair Employment and Housing Department or Commission. This policy is administered through the Affirmative Action Officer in the Human Resources Questions, concerns, suggestions, or complaints should be directed to (909) 594-5611, 4225.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_