

ATTENTION: STUDENTS, FACULTY, STAFF, ADMINISTRATORS AND THIRD PARTIES

Spring 2022 Notice of Mt. San Antonio Community College District's Policies and Procedures for Providing an Academic and Work Environment Free of Unlawful Discrimination, Harassment and Retaliation

I. POLICY STATEMENT

The Mt. San Antonio Community College District (the District) is committed to providing an academic and work environment free of unlawful discrimination, harassment and retaliation. The District hereby reaffirms its commitment to creating and maintaining an academic and working environment free of all forms of unlawful discrimination, harassment and retaliation.

The District does not condone and will not tolerate any form of unlawful discrimination, harassment or retaliation of and/or by its members. This notification defines unlawful discrimination, harassment (including sexual harassment) and retaliation on campus and identifies the District's Policies and Procedures which set forth a procedure for the investigation and resolution of complaints by or against any employee, student, or third party within the District.

II. DEFINITIONS

Unlawful Discrimination: Unfair or unequal treatment of an individual (or group) based upon an actual or perceived characteristic related to ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability, or any other characteristic protected under applicable federal or state law.

Harassment: Harassment based on ethnic group identification, national origin, immigration status, religion, age, sex, gender, gender identification, gender expression, military and veteran status, marital status, medical condition, race, color, ancestry, sexual orientation, physical or mental disability of any person, or the perception that a person has one or more of these characteristics, is illegal and violates College policy.

Harassment comes in many forms, including but not limited to the following conduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, sexual orientation or other protected status.

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- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.
- **Visual or Written:** The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions (including postings on social media)
- **Environmental:** A hostile academic or work environment exists where it is permeated by insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not germane to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of circumstances, including such factors as the frequency of conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
 - (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
 - (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
 - (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
 - (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- This definition encompasses two kinds of sexual harassment:
 - "Quid pro quo"** sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
 - "Hostile environment"** sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning

or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile.

Sexually harassing conduct can occur between persons of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Retaliation: It is unlawful to fire, demote, harass, or otherwise retaliate against applicants or employees for the following reasons:

- Filing a charge of discrimination;
- Complaining to the District or outside Governmental entity about discrimination or harassment in the academic or work environment;
- Participating in a discrimination, harassment proceeding such as an investigation or lawsuit.

The law forbids retaliation when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, transfers, layoffs, training, benefits, and any other terms or conditions of employment.

For students, unlawful retaliation occurs when any unfavorable action is taken, unfavorable condition created, or other action taken by a student or employee for the purpose of intimidation that is directed toward a student because the student initiated an allegation or complaint of unlawful discrimination or harassment or participated in an investigation of alleged unlawful conduct.

An individual is protected by law from retaliation whether his or her charges are substantiated. This is to preserve and protect the rights of affected individuals, and to encourage reporting of alleged discrimination, harassment and retaliation.

III. POLICIES, PROCEDURES, and COMPLAINT FORM

- [Unlawful Discrimination Complaint Form](#)
- [Board Policy 3410](#) Prohibition of Unlawful Discrimination
- [Board Policy 3430](#) Prohibition of Harassment
- [Board Policy 3540](#) Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking
- [Administrative Procedure 3410](#) Prohibition of Unlawful Discrimination
- [Administrative Procedure 3430](#) Prohibition of Harassment
- [Administrative Procedure 3434](#) Responding to Harassment Based on Sex under Title IX
- [Administrative Procedure 3435](#) Discrimination and Harassment Investigations
- [Administrative Procedure 3540](#) Sexual Misconduct, Dating Violence, Domestic Violence, and Stalking

The District has detailed procedures for filing complaints. If at any time you believe you have experienced or witnessed unlawful discrimination, harassment or retaliation please contact Sokha Song, Vice President, Human Resources & Title IX Coordinator at (909) 274-4225 or via email at sokha.song@mtsac.edu. The District has identified multiple avenues for submitting complaints of unlawful discrimination. You may submit complaints to the following individuals:

1. Song Song, Vice President, Human Resources & Title IX Coordinator
2. Ryan Wilson, Manager, Title IX/EEO Investigations
3. Tyler Gutierrez, Coordinator, Project/Programs (Title IX/EEO)
4. Nerissa Uiagalelei, Human Resources Analyst

California state law ([Gov. Code 12950.1](#)) requires all employees at Mt. SAC to complete sexual harassment prevention training every two years. The training is available either online or in-person. Both have a 1-hour runtime.

Classified and temporary/short-term employees must complete the training during regularly scheduled work hours. Full-time faculty and adjunct faculty shall complete the training and receive compensation upon completion.

To complete the Sexual Harassment Prevention Training please follow the instructions below:

1. Login to POD Connect at www.mtsac.edu/pod/calendar
2. Enter your Mt. SAC portal username and password
3. Scroll down and click the blue "My Classes & Transcripts" button
4. Find "Sexual Harassment Prevention" on your active Transcript
5. Click on the "Open Curriculum" button
6. When the Curriculum Player page opens, click on the "View Details" button. This will bring up the two available options, in-person and online.
7. Select the online format:
 - o To select the online format, click the "Activate" button, then click "Launch." This will begin the online training.
8. Complete the training and your Sexual Harassment Prevention requirement will be satisfied for two years.
9. Upon completion you will be issued a certificate of completion in POD Connect. This will be stored in POD Connect for your reference. No further action is required on your part.