

# NOTICE OF NON-DISCRIMINATION

## Notice of Non-Discrimination

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Vice President of Human Resources/Title IX Coordinator (TitleIXCoordinator@dccc.edu). Inquiries related to accessibility services for students should be directed to the Office of Disability Services, (Email (<https://www.dccc.edu/user/257/contact/>)), 610-359-5229.

## Aviso de no discriminación

Delaware County Community College es una institución con igualdad de oportunidades de empleo y educación que se apega a toda legislación aplicable que prohíba discriminación. El Colegio no discrimina por razón de raza, color, religión, sexo, edad, origen nacional, discapacidad, veteranía, orientación sexual o cualquier otra característica protegida por las leyes estatales o federales en sus programas educacionales, actividades, admisión, o políticas de empleo, tal como lo requiere el Title IX of the Educational Amendments of 1972, Section 504 del Rehabilitation Act of 1973 y otros estatutos aplicables. Preguntas en lo que concierne conformidad en el Title IX y/o 504 deben dirigirse a vice presidente de recursos humanos y coordinadora del Title IX, 610-359-5340. Preguntas relacionadas a la accesibilidad de servicios para estudiantes deben ser dirigidas a la oficina de servicios de discapacidades, (TitleIXCoordinator@dccc.edu).

## Nondiscrimination and Harassment / Sexual Harassment Policy and Complaint Procedure

The Trustees of Delaware County Community College are strongly committed to providing a working and learning environment free from discrimination and all forms of harassment. The College is committed to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. The College will not tolerate any form of harassment, discrimination or attempt to retaliate in any way against a person who has brought a complaint alleging harassment or discrimination.

Delaware County Community College encourages any employee or student to bring questions about sexual harassment or any other form of harassment or discrimination to the attention of the Vice President of Human Resources/Title IX Coordinator (TitleIXCoordinator@dccc.edu).

## Definitions

### Harassment

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or group's employment or educational pursuits at the College or that creates an intimidating, hostile or offensive work or learning environment. It is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education.

For the purposes of this policy, the term "harassment" includes, but is not necessarily limited to, intimidation, unwelcome slurs, jokes, comments and other verbal, graphic or physical conduct.

### Discrimination

Discrimination can include the treating of members of a protected class less favorably because of their membership in that class. The protected groups are as outlined below. Discrimination also includes harassment in any form, based on sex, race, color, age, national origin, disability, religion, sexual orientation, veteran status or any other characteristic protected by state or federal laws, including harassment of an individual in terms of a stereotyped group characteristic or because of that person's identification with a particular group.

### Sexual Harassment

Sexual Harassment of employees and students is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or attendance
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual
- Such conduct has the purpose or effect of interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work or educational environment

## Complaint Procedures

Employees and students who believe they have been harassed or sexually harassed or believe that they may be accused of same should contact the Vice President of Human Resources/Title IX Coordinator (TitleIXCoordinator@dccc.edu).

This procedure applies to all discrimination, harassment, and sexual harassment reports and complaints that may arise in matters involving rights protected under legislation relating to Equal Opportunity in Employment and Education or any policy of the College relating to sexual harassment. This legislation includes the Civil Rights Act of 1964, which prohibits discrimination in employment because of race, color, sex, or national origin; the Age Discrimination Employment Act, which prohibits discrimination because of age in the protected age group of 40-70; Title IX of the 1972 Educational Amendments to the Civil Rights Act, which prohibits discrimination against the physically and mentally handicapped. All employees and students are covered by this procedure.

### **Step One**

Any employee or student who believes that he or she has been subject to discrimination or harassment shall report the alleged act to the Vice President of Human Resources/Title IX Coordinator (TitleIXCoordinator@dccc.edu). The employee or student has the right to file a formal written complaint or request an informal means of resolution. All complaints will be investigated and handled in a confidential manner. At the conclusion of the investigation, a report shall be provided to the individuals involved in the situation stating the findings and recommendations, such report shall normally be provided within ten working days from the receipt of the complaint.

### **Step Two**

If the matter is not resolved, either party may write the College president or the president's designee, requesting further review and investigation. This request must be made within 5 days of the notification of the individuals involved in the situation. The president or designee shall respond to the request in writing within 15 working days from receipt of the request.

### **Step Three**

The decision of the president or president's designee may be appealed by writing to the board of trustees within 5 working days from the receipt of the decision.

The chair of the board shall appoint an appropriate committee to review and investigate the matter, and the board of trustees shall issue a decision within 15 working days of the appeal. The decision of the board shall be final.

The action by the College shall not abridge the rights of individuals to any claims against any attending person. The action by the College will not abridge any rights to statutory remedies or procedural guarantees.