



SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

Zane State College:

- (1) reaffirms its commitment to an academic, work, and study environment free of inappropriate and disrespectful sexual conduct and communication in any form. All students and employees are protected under and subject to the guidelines of this policy.
- (2) The College will conduct its programs, services and activities in accordance with applicable federal laws, including Title IX of the Education Amendments of 1972, state and local laws, and College policies.
- (3) This policy prohibits all forms of sexual or gender-based harassment and sexual misconduct, including sexual violence, domestic violence, dating violence, and stalking.
- (4) This policy prohibits retaliation against an individual because of their good faith participation in the reporting, investigation, or adjudication of violations of this policy.
- (5) All students and employees have a responsibility to be aware of this policy's contents, to abide by its terms, and assist in its enforcement. All supervisory personnel will ensure that those under their supervision are aware of the policy, receive a copy of it, and will from time to time, reinforce the College's commitment to the policy. From time to time, one or more College offices will disseminate materials throughout the College concerning the effective prevention of sexual harassment and sexual misconduct.
- (6) The College reserves the right to investigate circumstances that may involve sexual harassment or sexual misconduct in situations where no complaint, formal or informal, is filed.
- (7) The Title IX Coordinator is responsible for the administration of this policy. One or more Deputy Title IX Coordinators may be designated to carry out any duties of the Title IX Coordinator.
- (8) The President, the Title IX Coordinator, the Title IX Deputy Coordinator and every employee is responsible for assuring compliance with this policy.
- (9) In appropriate circumstances, sanctions in accordance with this policy may be implemented pursuant to applicable College policies, procedures and employment agreements.

The College prohibits sexual harassment and sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual assault, sexual exploitation, stalking, dating violence, and domestic violence, which are defined below.

The College prohibits gender-based harassment that includes but is not limited to acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

The College also prohibits aiding or facilitating the commission of a violation of this policy and retaliation for making a complaint under this policy.

The College strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement officer immediately after an incident of sexual violence or relationship violence, whether or not the individual plans to pursue criminal action. This is the best option to ensure preservation of evidence and to begin a timely response by law enforcement and/or the College. Any College employee who becomes aware of information that would lead a reasonable person to believe that discrimination and/or harassment has occurred must notify

the Title IX Coordinator or Deputy Coordinator as soon as possible, but in any event, within, five (5) working days after becoming aware of the information. A student worker has a duty to report violations of this policy of which he/she becomes aware in the course of his/her work, when those duties include responsibility for the safety and well-being of other members of the campus community. In addition to the duty to report sexual misconduct to the Title IX Coordinator or Deputy Coordinator as identified above, in some circumstances there is a duty to report allegations of criminal conduct to law enforcement authorities. The full policy including definitions and examples as well as a complete explanation of the reporting and investigation process may be viewed at <https://www.zanestate.edu/title-ix/>. Reporting incidents and reporting incidents related to minors are also discussed below.

REPORTING INCIDENTS

All students and members of the campus community are encouraged to report violations of the student code of conduct and other campus policies, such as but not limited to, the Non-discrimination and Anti-Harassment policy and Sexual Harassment and Sexual Misconduct policy. See Something, Say Something, Do Something!

Reporters are encouraged to report such behavior within 60 calendar days of the alleged incident. Reports may be made directly to:

- The College through the online incident report (https://my.zanestate.edu/ICS/Report_Incident.jnz)
- Campus Safety Officer
- Local Police: 911
- Deputy Coordinator: 740.588.1236

In the event the incident is related to Title IX, sexual harassment, gender-based violence, or discrimination, reporters may contact the Chief Human Resources Officer (Title IX Coordinator): 740.588.1209 or the other individuals listed above.

REPORTING INCIDENTS RELATED TO MINORS

Incidents pertaining to specific violations of the Student Code of Conduct and violations of the Non-discrimination and Anti-Harassment policy and Sexual Harassment and Sexual Misconduct policy related to minors should be reported to the Provost/Chief Academic Officer or designee decision or others listed above as well as the appropriate local authorities as required by applicable law.