

Effective: 03/26/14

### Reporting

If an individual believes that he/she is being unlawfully harassed or he/she observes or otherwise becomes aware of perceived conduct in the classroom or work environment, he/she is obligated to immediately report the incident to one of the College's Title IX Coordinators. Please see MCC Title IX Policy AD 02.16 for a list of the College's Title IX Coordinators.

Disciplinary action, up to and including termination of employment, may result against supervisors and managers who fail to report and respond immediately and appropriately to complaints brought to their attention.

### Investigations

All reports of alleged harassment will be promptly and thoroughly investigated under the oversight of one of the College's Title IX Coordinators. The College will process all complaints of harassment it receives, regardless of where the conduct which is the basis for the complaint allegedly occurred. The College may also determine that an investigation is warranted without a formal complaint if the College has sufficient notice that harassment may have occurred. Under no circumstances will the investigation be conducted by or under the direction of the person reported to have engaged in this alleged harassment.

### Confidentiality

To the greatest extent possible, the College will attempt to maintain the confidentiality of any harassment investigation. The disclosure of any information relating to a harassment complaint will be made only on a need-to-know basis.

### No Retaliation

The College forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. An employee who believes he/she has suffered retaliation should immediately report this to one of the College's Title IX Coordinators.

### Determinations

At the conclusion of the investigation, the Title IX Coordinator or his/her designee will prepare an investigative report including, at a minimum, a statement of the allegations and issues, a description of the applicable standards, and a summary of the information considered, and recommended disciplinary steps, if applicable.

## **Anti-Harassment**

## **Procedure HR 05.19**

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The complainant and respondent shall be informed of the completion of the investigation and the general outcome by the Title IX Coordinator or his/her designee. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not generally be informed of the details of the recommended disciplinary action.

The respondent shall be informed of the findings and actions taken or recommended to resolve the complaint and shall be notified of any disciplinary action being imposed as a result of the complaint. Disciplinary action will be consistent with the seriousness of the offense and will be designed and imposed to end and prevent any future potentially unlawful conduct.

### Appeals

In the event the respondent disagrees with the determination reached or disciplinary action imposed, he/she may appeal the determination in accordance with the one of the following College policies:

1. If the disciplinary action imposed involves dismissal, the respondent may proceed in accordance with MCC Employee Separation, Discipline and Dismissal Policy HR 05.21.
2. If the disciplinary action imposed involves non-reappointment, the respondent may proceed in accordance with MCC Reappointment and Non-Reappointment Policy HR 05.16.
3. If the disciplinary action imposed involves any other corrective action, the respondent may consult MCC Employee Grievance and Due Process Policy HR 05.15 and submit a written grievance to the President within five (5) working days in accordance with Section 2(b) of that Policy.

### Forms

No applicable forms

*While on campus this policy can be viewed by accessing Human Resources on SharePoint.*