

	Effective Date	May 21, 2014

1.0 PURPOSE

In accordance with Policy 6.2 Nondiscrimination/Anti-Harassment, the purpose of this procedure is to outline the available process for review process and potential action of discrimination and harassment assertions.

2.0 REVISION HISTORY

Adopted on: 5/2/14

3.0 PERSONS AFFECTED

This procedure is available to any employee, student, contractor or visitor of LCCC.

4.0 DEFINITIONS

- A. Discrimination Actions including disparate treatment directed toward an individual or group of individuals based on race, color, sex, religion, gender identity, national origin, age, disability, veteran status, sexual orientation and any other protected category as determined by local, state, or federal statute or law that adversely affects their employment or education.
- B. Harassment A form of discrimination if it is unwelcome and is sufficiently severe or pervasive. Harassment may include, but is not limited to, threats, physical contact, hazing, bullying, epithets, derogatory comments, vandalism, or verbal, graphic or written conduct directed at an individual or individuals because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, marital status, sexual orientation, gender identity, or veteran status. Even if actions are not directed at specific persons, a hostile environment may be created when the conduct is sufficiently severe or pervasive and objectively offensive so as to substantially interfere with or limit the ability of an individual to work, study or otherwise to participate in the activities of the college.

5.0 PROCEDURES

visitors are required to report acts of discrimination and harassment (for sexual misconduct see Sexual Misconduct Policy 6.3 and Procedure 6.3P, and for discrimination on the basis of disability, see ADA Student Grievance Policy 3.2 and Procedure 3.2

- B. All LCCC personnel who are informed of complaints of discrimination and/or harassment are advised to immediately forward the information to HRR will document the action that has been taken and maintain that information on file. HR will also determine if further action is

confidentiality of the complainant and the individual against whom the complaint is filed to the extent possible consistent with L [• o P o } o]P š}}v• š} %o Ć }š š š Z Ć]P Z š• v employees and students.


7.0 RETALIATION

- A. LCCC affirms the rights of individuals to bring complaints of discrimination and/or harassment without fear of reprisal. Each employee or student, who, in good faith, complains about illegal discrimination of any kind, is protected from retaliation and any act of retaliation will result in appropriate disciplinary action in accordance with Employee Conduct and Discipline [Policy 6.10](#) and [Procedure 6.10P](#) For student discipline procedures as found within the Student Discipline Adjudication procedures of the Student Handbook where appropriate. Complaints of retaliation shall be treated as separate and distinct from original complaints of discrimination and will be investigated by the LCCC Human Resources Office in accordance with Section 5.0 of this policy.
- B. Supervisors, students and faculty who are found to be participating in any form of employment or educational based retaliation against any employee or student may be subject to disciplinary action, in accordance with Policy 6.10 and Procedure 6.10P Employee Conduct and Discipline, up to and including termination from employment, or student discipline procedures where appropriate.
- C. Similarly, persons who file frivolous or bad faith allegations of discrimination may be subject to disciplinary action in accordance with Employee Conduct and Discipline Policy 6.10 and Procedure 6.10P, or student discipline procedures as found within the Student Discipline Adjudication procedures of the Student Handbook where appropriate.

8.0 CONTACT INFORMATION

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Peggie Kresh Hotz, Human Resources Executive Director Debb Roden, Legal Counsel	1/14/14
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Ratified by College Council	Co-chair Kari Brown Herbst	5/2/14
Approval by President (Signature)		5/2/14