

POLICY NAME:	601.04: Harassment
EFFECTIVE:	August 1, 2024
SUPERSEDES:	Policy 601.04, Issued 04-13-2016, Revised 11-10-2020
SOURCE:	<i>Code of Alabama 16-60-111.4; 16-60-111.7</i>
CROSS REFERENCE:	<i>Code of Alabama 16-60-111.4; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972</i>

1. The Alabama Community College System is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.
2. Harassment can be defined as but is not limited to:
 - Disturbing conduct which is repetitive;
 - Threatening conduct;
 - Intimidating c o n d u c t ;
 - Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
 - Assault;
 - Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.
3. Employees who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
4. Harassment of employees or students by non-employees is also a violation of this policy.
5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director/Coordinator or President at the institution within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director/Coordinator or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director/Coordinator or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

6. This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment. Each community and technical college is required to provide annual training related to harassment, including sex-based harassment.
7. Under Title IX, Prohibited Conduct includes sex-based harassment, sexual assault, dating violence, domestic violence, and stalking.

Sex-Based Harassment: is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

- (1) An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct (quid pro quo harassment);
 - (2) Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (hostile environment harassment).
8. Complaints or Reports concerning sex-based harassment should be made, processed and addressed under Policy 620.03 - Sex-Based Harassment Complaint Procedures.
 9. Complaints or Reports of sex-based harassment involving a student Complainant or Respondent should be made, processed and addressed according to Policy 800.01.