

BP 3430 Prohibition of Harassment

Reference:

Education Code Sections 212.5, 44100, 66252, and 66281.5;
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964; 42 U.S.C.A. Section 2000e

- 1.0 The policy of the North Orange County Community College District is to provide an educational, employment, and business environment including but not limited to access to its services, classes, and programs in which no person shall be subjected to unlawful harassment and where such environment is free from unwelcome sexual advances, requests for sexual favors, sexual favoritism, or other verbal or physical conduct or communications constituting sexual harassment. It shall also be free of other unlawful harassment, including but not limited to harassment that is based on: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation, military and veteran status of any person, or because he or she is perceived to have one or more of the foregoing characteristics.
- 2.0 Students and employees who believe they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administrative Procedure 3410, Unlawful Discrimination.
 - 2.1 The following person is designated by the North Orange County Community College District as the Responsible Officer for receiving and coordinating the investigation of all unlawful discrimination complaints, including sexual harassment:

Name: Irma Ramos
Position: Vice Chancellor, Human Resources
Address: 1830 W. Romneya Drive
Anaheim, CA 92801-1819
Telephone: 714-808-4826
- 3.0 The Chancellor shall establish procedures that define harassment on campus or in connection with District-sponsored events. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.
- 4.0 District Administrative Procedure 3410 contains information regarding the specific rules and procedures for reporting charges of sexual harassment (and/or other forms of unlawful harassment) and pursuing available remedies. The following applies for the distribution of this policy:
 - 4.1 This policy shall be displayed in a prominent location in the main administrative building of each campus or other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

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- 4.2 The policy shall be provided to students as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session, as applicable.
- 4.3 This policy shall be provided to all faculty, administrators, and staff at the beginning of the first quarter or semester of the school year, or at the time that there is a new employee hired.
- 4.4 This policy shall appear in any publication of the District that sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the institution.

See Administrative Procedure AP 3430.

Date Adopted: December 10, 2002

Date of Last Revision: April 14, 2015
March 23, 2004
October 11, 2005