

## TRITON COLLEGE BOARD POLICY

### **BOARD OF TRUSTEES, DISTRICT 504**

### **HUMAN RESOURCES**

#### **NON-DISCRIMINATION**

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**POLICY 4102.2**

**ADOPTED: 06/25/91**

**REVISED: 03/16/93**

**REVISED: 08/15/00**

#### **Purpose**

The purpose of this policy is to: 1) define unlawful discrimination and harassment, and 2) express the position of the College regarding such behavior within the academic community.

#### **Definition**

“Discrimination” – For the purposes of this policy, discrimination is unfavorable or unfair treatment of a person or class of persons in comparison to others who are not members of a protected class. Individuals may be in a protected class because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

“Harassment” – For the purposes of this policy, harassment includes acts of unlawful discrimination, intimidation and intolerance which are disruptive to the campus environment and are motivated because of race, age, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran status, marital status or political affiliation.

#### **Policy**

Triton College reaffirms its commitment not to discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, disability, veteran status, age or any other basis which is protected by law in offering benefits, services, as well as educational and employment opportunities.

Discrimination/harassment is inconsistent with the principles and purposes of an academic community. The College community must commit to an environment free from acts of unlawful discrimination, harassment, intimidation and intolerance.

Unlawful discrimination and harassment should be challenged by all members of the academic community by following the College’s “Internal Complaint Procedures.”

#### **Implementation**

It is the responsibility of Triton College Administrators to implement the College’s Non-Discrimination Policy within their respective area of jurisdiction.

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#### **Internal Complaint Procedures**

##### **Bringing a Complaint:**

1. A complaint alleging acts of discrimination/harassment should be filed with the Affirmative Action/Equal Employment Officer, hereinafter "Officer."
2. An individual that believes he/she has been wrongfully accused of discrimination/harassment should also file a complaint and/or response with the Officer.

##### **Investigative Process:**

1. After a complaint has been filed, the Officer will conduct an internal investigation utilizing interviews, oral communication and correspondence. All such inquiries will be documented in written form.
2. Where complaints are validated by the Officer, a proposed resolution designed to alleviate the unlawful discrimination and/or harassment will be presented to the complaining party. Provided the resolution is acceptable to the complaining party, it will be implemented.
3. Where the complaining party finds a proposed resolution unacceptable, the complaining party may seek assistance from other informal resolution procedures such as filing a grievance with an appropriate employee group like the Faculty Association, Administration, Mid-Management, Classified Association or 411 Student Handbook.
4. The complainant must file a copy of a final resolution with the Officer regardless of whether a resolution is derived from the College's internal complaint and hearing process, or through other informal procedures within the jurisdiction of an appropriate employee group.

#### **Retaliatory Action**

Retaliatory action of any kind taken against any individual as a result of a person's attempt to seek redress under the applicable procedures dealing with discrimination/harassment is prohibited and will not be tolerated.