

## HARASSMENT/OFFENSIVE CONDUCT POLICY

### **Policy:**

It is the policy of Robeson Community College to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment.

### **Comments/Clarifications:**

Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex. Special attention should be paid to the prohibition of sexual harassment.

Other sexually harassing or offensive conduct in the workplace, whether committed by supervisors, managers, non-supervisory employees, or non-employees is also prohibited. This conduct includes:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
4. The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as email, instant messaging, and Internet materials).

Employees should report incidents of sexual harassment to their immediate supervisor and/or Vice-President for review, investigation, and resolution. Any employee who is found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination. The College prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment.

*This policy complies with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0210 requirement as authorized by Section 115D of the NC General Statutes.*

-----End of Policy-----