

## **Hazing/Harassment/Intimidation/Menacing Complaint Procedures**

### **Complaint Procedures**

The compliance officer and the President have responsibility for investigations concerning hazing, harassment, intimidation or menacing. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be confidential and investigated in accordance with the following procedures:

- Step 1      Any hazing, harassment, intimidation or menacing information (complaints, rumors, etc.) shall be presented to the Director of Human Resources. Complaints may also be presented to any College administrator who will immediately notify the Human Resources Office. Complaints against the Director of Human Resources shall be filed with the President. Complaints against the President shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.
- Step 2      Human Resources shall promptly investigate. The College official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Human Resources Officer conducting the investigation shall notify the complainant, in writing, when the investigation is concluded.
- Step 3      If the complainant is not satisfied with the decision at Step II, he/she may submit a written appeal to the President. Such appeal must be filed within 10 working days after receipt of the Step II decision. The President will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The President shall provide a written decision to the complainant's appeal within 10 working days.
- Step 4      If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step III decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Documentation related to the incident may be maintained as a part of the student's education records or employee's personnel file.