



2.10P Sexual Harassment Complaint and Investigation Procedure

Category: Administration

Name of Responsible Office: Human Resources and Organizational Development

Title of Responsible Executive: Vice President, Diversity-Equity-Belonging and Executive Director, MCC Downtown Campus

Date Established: September 17, 2015

Date Last Approved: September 25, 2023

Description of Procedure

While the process may vary from case to case, investigations will typically follow in accordance with the following steps:

- Upon receipt of complaint, the Office of Human Resources and Organizational Development will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the alleged harasser to refrain from communications with the reporting individual), as appropriate.
- If documents, emails, social media posts or communications, or phone records are relevant to the investigation, steps will be taken to obtain and preserve them.
- Relevant documents, including all electronic communications, will be reviewed.
- Interview of parties and relevant witnesses will be conducted.
- Written documentation of the investigation (such as a letter, memo or email) will be created, including:
 - List of all documents reviewed, along with a detailed summary and/or copy of relevant documents;
 - List of names of those interviewed, along with a detailed summary of their statements;
 - Timeline of events;
 - Summary of prior relevant incidents, reported or unreported; and
 - Basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Written documentation of the investigation will be maintained in a secure and confidential location.
- The reporting individual and the accused individual(s) will be promptly notified of the final determination and corrective actions, if applicable, will be implemented.
- The reporting individual will be informed of the right to file a complaint or charge externally as outlined in the next section.

Definitions

None

Related Information

College Documents

[MCC Discrimination and Sexual Harassment Complaint Form](#)

External Documents

None