

Information and Support

If you are the victim of sexual assault or sexual misconduct, you may seek support services as well as the assistance described above. Free and confidential counseling is available through the Rape Crisis Service 24/7 by calling 585.546.2777. For additional information and a list of Campus and other community support resources, contact the Department of Public Safety at **585.292.2900**.

Educational Programs

Educational programs to promote awareness of rape, acquaintance rape, and sex offenses are presented to the campus community. Campus Public Safety and Student Development staff provides programs in the Residence Halls.

the Registration and Records office at 585.292.2300 or by accessing the web at www.monroecc.edu.

POLICY STATEMENT ON SEXUAL HARASSMENT

For MCC Students, Faculty, Administrators and Staff:

A. Statement of philosophy.

Monroe Community College strives to recognize human dignity and, therefore, does not tolerate sexual harassment or any other type of harassment within or connected to this institution. Sexual harassment is illegal and unfairly interferes with the opportunity for all persons, regardless of gender, to have a comfortable and productive education and work environment. We are committed to taking all reasonable steps to prevent sexual harassment and to discipline those who harass.

We believe that a person is entitled to say "no" to unwanted conduct based on sex without the fear of reprisal or retribution.

B. Statement of prohibited conduct.

Sexual harassment is a form of discrimination based on sex because the harasser treats a member or members of one sex differently from members of the opposite sex, or engages in conduct that is based on the difference in sex. Sexual harassment is any threatening, demeaning, or offensive conduct or situation that on the basis of sex makes it more difficult for a reasonable person to do a job or receive his or her education. Sexual harassment includes, and is not limited to:

- requests for dates with a student by faculty when that student is in his or her class or is his or her advisee
- persistent requests for a date
- unwelcome requests for sexual favors or acts
- continued expression of sexual interest after being informed that the interest is unwelcome
- nonconsensual or unwelcome physical contact
- nude or seminude posters, photos, cartoons, or graffiti in the workplace

or public place that are demeaning or offensive (including one's own office)

- unwelcome visual contact, such as leering or staring at another person
- comments or statements that are demeaning, humiliating, suggestive, insulting, vulgar or lewd
- sexual harassment by visitors or vendors
- failure to provide assistance that is usual under same or similar circumstances
- retaliation, retribution, or reprisals in any form or manner for complaints about sexual harassment, or for requests that harassing conduct stop or for assisting a person with a complaint of sexual harassment
- physical interference with job performance
- preferential treatment or promise of preferential treatment for submitting to sexual conduct.

The list is not intended to be, nor should it be construed as, all inclusive of prohibited acts under this policy. Any of the prohibited conduct described herein is sexual harassment of anyone at whom it is directed or who is otherwise subjected to it. Each incident of sexual harassment contributes to a general atmosphere in which everyone suffers the consequences. Sexually oriented acts and sex based conduct have no legitimate basis at a higher education institution; accordingly, the person who engages in such will be made to bear the full responsibility for such unlawful conduct.

C. Scope of policy. This policy applies to all administrators, faculty, staff, agents, and students at all times and places in any connection with this institution. This policy applies for and to those who do business at this institution. Compliance with this policy is a term and condition of employment with this institution. The terms "employee" or "employment" include, but are not limited to, faculty, staff, administrators, agents and contractors. Compliance with this policy

is also a term and condition of continued enrollment at the College.

D. Discipline. In the event of a determination of sexual harassment, discipline may include, but is not limited to, any of the following:

- oral reprimand
- written reprimand
- employment suspension (with or without pay)
- academic suspension or expulsion
- employment termination

The final discipline shall be determined exclusively by the Vice President, Student Services of this institution. A determination of sexual harassment under this policy shall be placed in the harasser's personnel file, if the person is an employee, or if the harasser is a student, on file in the Office for Student Services.

Sexual harassment of employees or students by third parties is not acceptable. MCC will do whatever it reasonably can to stop such sexual harassment.

Sexual harassment also is a violation of state and federal laws and the harasser may be charged by appropriate person or agencies.

The purpose of these procedures is to provide a prompt, fair resolution of problems, and to preserve the due process rights of all involved, including the rights to receive notice of a complaint and to have an opportunity for an impartial investigation. This procedure is created to provide for discipline of violators of this policy. However, the administration may take any immediate action to stop harassment if reasonably necessary and is not limited to the process provided herein.

A. Sexual Harassment Officer. The Sexual Harassment Officer is appointed annually by the Vice President, Student Services and reports to the Vice President, Student Services. The Sexual Harassment Officer is trained in identifying sexual harassment and handling sexual harassment complaints.

B. Procedures.

Step One: In the event that you believe that sexual harassment has occurred or is occurring, you are encouraged to communicate clearly, preferably in

writing, to the alleged harasser and state that the conduct is not acceptable. You also are encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

Step Two: If the conduct has not stopped, or if you wish to bypass Step One, you should speak with the Sexual Harassment Officer. The complaint may be made by the target of the harassment, or by anyone who has observed the harassment.

Step Three: The Sexual Harassment Officer will attempt to resolve the complaint. The Sexual Harassment Officer will notify the alleged harasser of the nature of the complaint. The Sexual Harassment Officer has the option of investigating the complaint by himself or herself, and/or requesting investigative assistance from the College's Public Safety Office. Upon request, the Sexual Harassment Officer will provide a copy of the complaint to the alleged harasser.

Step Four: Once the investigation is concluded, the Vice President, Student Services shall determine discipline.

Step Five: On or about 30 days after the completion of the process, the Sexual Harassment Officer will contact each of the parties. The purpose of this follow-up is to determine if the harassment has stopped, and to discourage any further harassment, retaliation or retribution.

C. Discipline.

1. Employees: Employees represented by a collective bargaining unit are entitled to union representation. Discipline of such employees will be pursuant to the College conduct regulations that incorporate by reference their collective bargaining agreement.

2. Students: Student discipline will be pursuant to the College conduct regulations.

D. Confidentiality. Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know will or may find out the identity of the parties.

E. Prohibition of Retaliation. Any retaliation against a complainant or witness is prohibited specifically by this policy, and the retaliator will be disciplined pursuant to the College conduct regulations.

F. False Reporting. False reporting of a complaint is prohibited and will subject the reporter to discipline pursuant to the College conduct regulations.

Fire Alarms

Notification of a fire emergency within the buildings (and at the Damon City Campus) is accomplished by both audible and visual warning signals. A series of pulsed horn blasts and strobe light signals notifies occupants of an emergency. Upon activation of the alarm system:

1. Leave the buildings by the nearest safe ground level exit. (Do not use the elevators and/or the escalators)
2. Stand at a safe distance from the buildings out in the courtyards and off the plaza level.
3. Do not re-enter the buildings until directed to do so via external public address system.
4. Handicapped or persons with disabilities are to move to the nearest emergency assembly area. MCC Emergency Personnel will assist individuals at these locations.

Fire drills are held in accordance with Section 807 of Education Law.

For more information, go to www.monroecc.edu/depts/pstd/HAZARD.htm