

# Discrimination and Harassment Policy

## **I. Introduction:**

Shasta Bible College & Graduate School is committed to the Biblical truth that all persons are created in the image of God and should, therefore, be treated with dignity and respect. This policy applies to conduct by all college community members including faculty, administrators, staff, students and volunteers and prohibits the offenses of discrimination, harassment, domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the college community.

It is our policy to practice equal opportunity without regard to an individual's race, color, national origin, sex, or age in application of any policy, practice, rule, or regulation. Functioning as a nonprofit religious entity, we can and do discriminate on the basis of religion as permitted under Title VII of the federal Civil Rights Act of 1964.

This institution is committed to maintaining an environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations. Anyone who violates this policy will be subject to discipline, up to and including termination. (Selected from a document originally prepared for (and then modified by) The Association of Christian Schools International by Dennis R. Kasper, Esq. LEWIS, D'AMATO, BRISBOIS & BISGAARD, 221 N. Figueroa Street, Suite 1200, Los Angeles CA 90012, Telephone: (213) 250-1800.

## **II. Definitions**

“Harassment,” including “sexual harassment,” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a nature that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, sex, disability or age, made by someone from or in the work setting, under any of the following conditions:

- Submission to the institutional policy prohibiting harassment is explicitly or implicitly a term or condition of an individual’s employment.
- Submission to, or rejection of, the institutional policy prohibiting harassment is used as a basis of employment decisions affecting the individual for the following reasons:
  - Harassment, as defined above, has a negative impact upon the individual’s work performance, and creates an intimidating, hostile, or offensive work environment.
  - Harassment, as defined above, adversely affects an individual’s employment opportunities.
- Submission to, or rejection of, the institutional policy prohibiting harassment is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this institution.
- Submission to the institutional policy prohibiting harassment is explicitly or implicitly a term or condition of an individual’s academic status, or progress.

- Submission to, or rejection of, the institutional policy prohibiting harassment by the individual is used as the basis of academic decisions affecting the individual.
- Harassment, as defined above, has the purpose or effect of having a negative impact upon an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

### **Employee-Student and Student-Student Sexual Harassment:**

Employee-student: sexual harassment is prohibited. Student-student sexual harassment is likewise prohibited. See examples below.

#### Examples of Harassment:

Unwelcome conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual or otherwise harassing nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or proposition.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct such as leering, making sexual gestures, or other gestures which denigrate a person's race, color, national origin, gender, disability or age.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the school premises, or circulated in the workplace.
- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation.
- Physical conduct such as touching, assaulting, impeding or blocking movements.

### **III. Reporting Procedure**

#### What to Do if You Experience or Observe Harassment

College community members who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. All complaints will be promptly investigated.

If a faculty member has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to the President. The President, along with the Executive Committee shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation.

If a student has been the victim of domestic violence, dating violence, sexual assault, or stalking, whether they file a report with the Shasta County Sheriff's Department via 911 or not, they should report all incidents promptly to an appropriate Student Life Committee member and they shall conduct a prompt investigation and shall work with any other applicable person or law enforcement agencies to resolve the situation.

The proper report form should be submitted promptly. The forms are found on the Student Life web page at <https://www.shasta.edu/student-life.html>.

The Save Act law was passed into law on March 7, 2014. Among other requirements, the Save Act mandates universities and colleges to provide training and educational guide to students addressing crimes and misconduct associated with domestic violence, dating violence, sexual assault, and stalking on college campus. For a full listing of resources, see the Sexual Assault Response and Prevention Form at <https://www.shasta.edu/student-life.html>.

In the event of sexual assault or rape on campus, SBC&GS encourages the full prosecution of all local, state and federal laws. Victims are advised to report the incident to initiate any criminal and or disciplinary action as well as support counseling. The Redding Police Department should be contacted at 530-225-4200 or through 911.

#### **IV. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

#### **V. Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

#### **VI. Procedure for Investigation of the Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.