

## **ADMINISTRATIVE REGULATION**

### **AR 610-001**

(Previously AR-11-88-0013)

#### **SUBJECT: SEXUAL HARASSMENT**

Administrators and supervisors are responsible for their own conduct and for the conduct of the employees they supervise, and shall take affirmative steps to stop sexual harassment when it is brought to their attention. This may include warning or disciplining the offending employee, including termination.

Employees who experience sexual harassment are responsible to inform the person harassing them that the behavior is unwelcome, offensive, or inappropriate.

When acts of sexual harassment are not promptly terminated, the employee is responsible for bringing the matter to the attention of his/her supervisor. If the immediate supervisor is committing the harassment, a complaint should be made to the college's Assistant Dean of Human Resources.

Any employee dissatisfied with action taken by a supervisor in response to a sexual harassment complaint may contact the Human Resources office to review the case. Further appeal to the President may follow.

(See Board Policy 610)

**Approved by President's Council 11/88**  
**Reviewed and approved by President's Council 4/96**