

**MOUNTWEST COMMUNITY & TECHNICAL COLLEGE  
INSTITUTIONAL BOARD OF GOVERNORS**

**Policy No. H - 4**

**SEXUAL HARASSMENT POLICY**

**General:**

1.1 Scope: This policy defines sexual harassment, provides guidelines for filing sexual harassment complaints and explains what action will be taken against those found to have engaged in sexual harassment.

1.2 Statutory and other References: W. Va. Code §18B-1-6. A policy statement issued by the Office for Civil Rights of the U. S. Department of Education on the interpretation of the following: Title IX of the Education Amendments of 1972 and Equal Employment Opportunity Commission (EEOC) interpretative guidelines issued in March, 1980; and subsequent federal court decisions on the subject of sexual harassment.

1.3 Passage Date: May 15, 2014

1.4 Effective Date: June 15, 2014

1.5 History: Replaces MUBOG Policy GA-1 which was transferred by the MUBOG to the Institutional Board of Governors of Mountwest Community & Technical College.

**Policy:**

2.1 It is the policy of Mountwest Community & Technical College to maintain a work and educational environment free from all forms of sexual harassment of any employee, applicant for employment, or student. Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of the College to provide educational opportunities to create this free environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

**Sexual Harassment Defined**

3.1 Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 3.1.1 Submission to such conduct is an explicit or implicit condition of employment;
- 3.1.2 Submission to or rejection of such conduct is used as the basis for employment decisions or;
- 3.1.3 Such conduct has the purpose or effect of:
  - a. Unreasonably interfering with an individual's work or educational performance, or;
  - b. Creating an intimidating, hostile or offensive work or educational environment.

### **Filing of Complaints**

- 4.1 The College shall designate a formal grievance procedure for the handling of sexual harassment complaints and assure appropriate dissemination of information concerning it to faculty, staff, and students.
- 4.2 Any complaint related to sexual harassment should be submitted to:

Director—HR, Employee Development and Payroll

Suite G12

One Mountwest Way

Huntington, WV 25701

Telephone: 304-710-3502