Commitment
Eastern Florida State College is dedicated to providing a nondiscriminatory environment which promotes equal access, equal educational opportunity, and equal employment opportunity to all persons regardless of age, race, national origin, color, ethnicity, genetics, religion, gender, gender preference, pregnancy, disabilities, marital status, veteran status, ancestry or political affiliation in its programs, activities, or employment. (Procedure 302-1 Equal Opportunity)

Workplace Harassment
Harassment is unwelcome conduct that is based on race, color, religion, gender, gender preference, pregnancy national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued class attendance, employment, or the conduct is severe or pervasive enough to create a learning or work environment that a reasonable person would consider intimidating, hostile, or abusive (Procedure 200.1 – 200.15 Complaint & Grievance).

The harasser can be the victim's instructor, a supervisor, a colleague, or a non-employee. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. Unlawful harassment may occur without economic injury to, or discharge of, the victim. Forms of harassment may include the following:

<table>
<thead>
<tr>
<th>Racial Harassment</th>
<th>National Origin Harassment</th>
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<tbody>
<tr>
<td><strong>Definition</strong></td>
<td>Unwelcome physical or verbal conduct which is related to an individual's national origin when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.</td>
</tr>
<tr>
<td><strong>Examples</strong></td>
<td><strong>Examples</strong></td>
</tr>
<tr>
<td><em>Observations</em></td>
<td><em>Observations</em></td>
</tr>
</tbody>
</table>

Examples of sexual harassment are actions such as sexual advances; stalking; the requesting of sexual favors accompanied by implied or overt pressure concerning one's job, grade, letter of recommendation, or similar activities; verbal abuse of a sexual nature including comments couched in humor, suggestive gestures; physical contact such as patting, pinching, or unnecessary touching; subtle pressure for sexual activity; sexist remarks regarding a person's body, clothing or sexual activity, or derogatory comments about a person's sexual orientation.

Available Help
When employees or students feel harassed or simply want help with an uncomfortable situation, that situation should be reported to the immediate supervisor, the Campus Provost, the Human Resources Office, or the Title IX Compliance Office.
Anyone who feels that they have been injured in some fashion by unfair treatment (on the part of a student, an employee, a third party, or under any of the College policies, procedures, programs or activities) or by discrimination or harassment (on the basis of race, ethnicity, color, genetics, religion, national origin, age, gender, gender preference, pregnancy, physical or mental disability, marital status, veteran status, ancestry or political affiliation) has the right to initiate informal and/or formal grievance procedures. The informal process is not a mandatory step in order to access the formal process.

**Definition of Complaint**
A complaint is a verbal or written claim or charge against the administrative staff, a faculty member, an employee, a student, or a third party, stating facts which constitute a misapplication of, misrepresentation of, deviation from, or violation of a specific law, regulation, College policy or procedure, or an existing contract. A written complaint can be hardcopy or email.

**Procedures for Filing a Complaint**
Any employee or student having a complaint concerning harassment or discrimination may direct inquiries to:

- Ms. Darla Ferguson, Chief Equity and Diversity Officer,
  Cocoa Campus, Bldg. 2, Room 103, 1519 Clearlake Road,
  Cocoa, FL 32922, Telephone (321) 433-7080
  e-mail ferquond@easternflorida.edu

- Dr. Michael Richey, Title IX Compliance Coordinator
  Melbourne Campus, Bldg. 10, Room 205A, 3865 N. Wickham Rd,
  Melbourne, FL 32935, Telephone (321) 433-5559
  e-mail richeym@easternflorida.edu

Once the Chief Equity and Diversity Officer receives a complaint, he/she has ten (10) working days to contact the respondent’s immediate supervisor (if an employee) or the appropriate College official (if a student) and arrange for the supervisor or official to attempt to resolve the differences between the parties involved.

Such a discussion should include as much specific information as possible, including names and positions of persons involved, identification of witnesses, if any; the time, place and details of the incident leading to the allegation. A written statement of the complaint may be necessary for any action to be taken. Confidentiality will be kept to the extent possible to complete the investigation.

**Action**
Once a written complaint has been filed with any of the offices designated to receive a complaint, it will be investigated by the Chief Equity and Diversity Officer. He/she will forward a recommendation to the President for determination of action to be taken. The President will render a decision and advise the appropriate parties.

**Disciplinary Actions**
Any employee or student of this institution, who is found to have harassed another employee or student, or to have filed a false claim, will be subject to disciplinary action up to and including termination, suspension, and/or expulsion within the provisions of applicable current College procedures.

**Retaliation**
Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by the College policy and state and federal laws. Retaliation is a serious violation, which can subject the offender to discipline independent of the merits of the harassment allegation.

Anti-discrimination laws prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or for opposing employment practices that they reasonably believe discriminate against individuals and are in violation of antidiscrimination laws.

It is illegal and contrary to College policy for an individual to engage in retaliatory conduct, whether directly or indirectly, against a person who files a harassment and/or discrimination complaint or who gives testimony during an investigation of a complaint.

Retaliatory conduct adversely and unjustifiably affects another’s terms and conditions of employment, educational experience, quality of life, and that is motivated by intent to cause harm because of the targeted individual’s involvement in a harassment and/or discrimination complaint. Retaliation against an individual for reporting any type of harassment or for participating in an investigation is prohibited by College policy and state and federal laws. The College will investigate and discipline any retaliation committed by the accused harasser by way of irresponsible, malicious, or unfounded complaints up to and including termination and/or expulsion.

Any employee, student, or member of the public who believes that retaliatory actions have been taken against him/her for involvement in a harassment and/or discrimination complaint may seek a solution through the College’s Chief Equity & Diversity Officer.

**Summary of Employee/Supervisor Responsibilities**
- All EFSC employees and students have the responsibility to report and prevent discrimination and/or harassment whenever they experience or witness a violation.
- Employees and students have the responsibility to inform the harasser directly that the conduct is unwelcome and must stop.
- Employees and students should also report harassment immediately in order to prevent its escalation.
- The College has a responsibility to prevent harassment and, if it occurs, to take appropriate action.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Human Resources</th>
<th>433-7084</th>
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<tbody>
<tr>
<td>Title IX Office</td>
<td>433-5559</td>
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<tr>
<td>Provost, Cocoa</td>
<td>433-7060</td>
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<tr>
<td>Provost, Melbourne</td>
<td>433-5502</td>
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<tr>
<td>Provost, Titusville</td>
<td>433-5078</td>
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<tr>
<td>Provost, Palm Bay</td>
<td>433-5150</td>
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Eastern Florida State College is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award baccalaureate and associate degrees, as well as specialized certificate programs. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Florida State College.

www.easternflorida.edu