Equal Opportunity

No person shall, on the basis of race, age, religion, national origin, sex, disability, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any education program or activity or in any employment conditions or practices of the College.

Evaluation, recruitment, consideration, and selection of candidates for employment shall be without regard to race, age, religion, national origin, sex, disability or marital status. Fair and equitable employment practices shall be applied for minorities, females, and persons with disabilities in the application of equal opportunity policies.

As an institution of higher education, the College reaffirms its policies of equal educational opportunity and open admissions.

Equity Complaint Procedures

Tallahassee Community College assures prompt and impartial consideration to complaints of discrimination on the basis of race, age, religion, national origin, sex, disability, or marital status in application for, participation in, or denial of the benefits of any educational program or activity of the College.

In order to provide prompt and impartial consideration to a person having a complaint of
discrimination, the College provides the following complaint procedure for students.

1. A complaint is initiated by discussing the problem with the director of the office or department where the violation is alleged to have occurred. An investigation will commence to ascertain the facts and determine if there are any witnesses. The respondent’s position shall also be reviewed and stated. Every effort will be made to reconcile the problem in a timely and just manner.

All reports and witness statements will remain confidential and are to be kept in a secure environment.

(If the director of the office or department is a party to the complaint, the complainant is encouraged to discuss the problem with either the next level supervisor or the College Equity Coordinator.)

2. If a mutually satisfactory adjustment is not reached between the director and the complainant, the complaint may be forwarded to the College Equity Coordinator.

The College Equity Coordinator shall discuss the complaint with all parties and review all reports and statements received during the investigation in an attempt to reach a mutually satisfactory resolution.

3. If a mutually satisfactory resolution is not reached, the complaint may be forwarded, in writing, to the President for consideration by an ad hoc Equity Complaint Committee. The President, upon receipt of a formal request for a hearing, shall appoint an ad hoc Equity Complaint Committee composed of one member of College-wide Equity Committee, one executive/administrative employee, one Classified Staff employee, one full-time faculty member, and one TCC student, if appropriate.

The Equity Complaint Committee will collect and study the facts of the case and render a decision. The complainant and other individuals will be called to give testimony to the Committee as needed. Legal counsel for the complainant and the College will not be present at the hearings of the Equity Complaint Committee.

4. If the decision of the Equity Complaint Committee is not satisfactory for the complainant, it may be appealed to the President. The complainant must file a written appeal to the President within ten days after the decision of the Equity Complaint Committee. The President may adjudicate the complaint based on the records or may call witnesses or examine other documents as deemed necessary.

5. If the President’s decision is not satisfactory for the complainant, it may be appealed to the District Board of Trustees. The complainant must file a written appeal to the President within ten days after receipt of the President’s decision. The President shall transmit to the Board members the request for appeal and a copy of the record for their consideration at a regular or special meeting. The decision of the District Board of Trustees shall be made on the record and shall be final.
**Sexual Misconduct**

The College does not condone sexual misconduct in any form and is committed to having a learning environment free from all forms of discrimination. Examples of misconduct that are prohibited include, but are not limited to, sexual battery, sexual harassment, indecent exposure, and lewd/lascivious behavior.

Campus-wide educational programs shall be provided for students, and information about these programs can be obtained by contacting the office of the Vice President for Educational Services Student Affairs.

The College policy on sexual misconduct awareness and prevention shall be included in the orientation materials that new students receive when they arrive on campus. Orientation materials may also include information available from other sources.

**Sexual Harassment**

In the belief that students should be able to enjoy a learning environment free of unwelcomed, offensive and unsolicited advances of a sexual nature, it is College policy that sexual harassment of students at the College is unacceptable conduct and shall not be tolerated. Violation of this policy undermines the integrity of the educational relationship. Sexual harassment at the College is forbidden not only in a supervisory/subordinate relationship but also in a student/student or employee/student relationship.

Sexual harassment can be verbal, visual, or physical. It can be overt or it can consist of persistent, unwanted attempts to change a professional relationship to a personal one. Sexual harassment can range from inappropriate put-downs of individual persons and unwelcome sexual flirtations to more serious abuses.

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when that behavior falls within the following definition:

Sexual harassment of students at Tallahassee Community College is defined as any unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or both of the following apply:

1. Submission to or rejection of such conduct is used as the basis for decisions concerning the academic performance affecting that individual;

2. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or creates an intimidating, hostile, or offensive educational environment.

**Sexual Misconduct/Harassment Complaint Procedures**
Tallahassee Community College assures prompt and impartial consideration of complaints of sexual misconduct or sexual harassment.

**Student Complaint against Employee**

1. A complaint is initiated by discussing the problem with the director of the office or department where the violation is alleged to have occurred. An investigation will commence to ascertain the facts and determine if there are any witnesses. The respondent’s position shall also be reviewed and stated. Every effort will be made to reconcile the problem in a timely and just manner.

   All reports and witness statements will remain confidential and are to be kept in a secure environment.

   (If the director of the office or department is a party to the complaint, the complainant is encouraged to discuss the problem with either the next level supervisor or the College Equity Coordinator.)

2. If a mutually satisfactory adjustment is not reached between the director and the complainant, the complaint may be forwarded to the College Equity Coordinator. The College Equity Coordinator shall discuss the complaint with all parties and review all reports and statements received during the investigation in an attempt to reach a mutually satisfactory resolution.

3. If a mutually satisfactory resolution cannot be reached, a report and recommendation must be submitted to the President by the College Equity Coordinator. The report shall include the allegation, the facts ascertained from the investigation, the conclusions reached, and recommendations for action to be taken. The President shall render a decision regarding the alleged harassment. The President may adjudicate the complaint based on the records or may call witnesses or examine other documents as deemed necessary.

4. If the President’s decision is not satisfactory for the complainant, it may be appealed to the District Board of Trustees. The complainant must file a written appeal to the President within ten days after receipt of the President’s decision. The President shall transmit to the Board members the request for appeal and a copy of the record for their consideration at a regular or special meeting. The decision of the District Board of Trustees shall be made on the record and shall be final.

**Student Complaint against Student**

A complaint is initiated by reporting the problem to the Director of Student Programs TCC Campus Police. The TCC Campus Police will forward the report to the Student Judicial Office, and the matter will be handled in accordance with the Student Conduct Code (Policy
Manual, 6Hx27:10-12).