100.17 Sexual Harassment

Effective: 5/10/96
Revised: 3/2/05
Revised: 10/7/15

Procedure – Sexual Harassment

The following guidelines are general guidelines for investigating sexual harassment allegations. The Chief Executive Officer may make changes and/or recommend exceptions to these guidelines at his/her discretion.

1. All information pertaining to a sexual harassment allegation will be disseminated only on a strict “need-to-know” basis. All individuals involved in an investigation should be informed that the District will attempt, consistent with any legal obligations, to keep the investigation as confidential as possible. However, the identity of the complainant is usually revealed to the respondent and witnesses.

2. IECC will make every reasonable effort to insure that no retaliation occurs as a result of reporting harassment or participating in an investigation.

3. Each complainant will be given a copy of the sexual harassment policy.

4. Each verbal complaint of sexual harassment should be immediately followed by the complainant’s completion of the Sexual Harassment Allegation Form. The complainant should be encouraged to complete the Sexual Harassment Allegation Form as completely as possible, asserting all facts which would be helpful to the investigation. Complainants are not required to sign a complaint. However, they should be asked to sign the complaint.

5. The employees, listed in Appendix A of Board of Trustees Policy 100.17, are authorized to receive and investigate allegations of sexual harassment. Anyone who receives a complaint of sexual harassment should immediately refer the complainant to one of these employees, as well as contact one of these employees to report that they have received a complaint of sexual harassment.

6. A written response shall be provided to the complainant of the findings of the investigation within one week after the formal investigation is completed.

7. In investigating sexual harassment, investigators shall refer to Illinois Eastern Community Colleges’ Policy 100.17 for additional information.

8. The following are potential questions for the complainant that may assist IECC employees responsible for investigating allegations of sexual harassment. The list is not intended to be exhaustive.
   a. Establish who the alleged harasser(s) is(are).
   b. Ask “who, what, when, and where” questions.
   c. Ask the complainant how this behavior makes him/her feel. Has he/she had any emotional/physical effects from it?
   d. Has the complainant talked to others about the alleged harassment?
   e. Has the complainant discussed the harassment with the alleged harasser?
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f. Inform the complainant that your “door is always open.” If at any time the complainant has any additional information, he/she should be encouraged to contact you.

g. Identify possible witnesses for both sides.

h. Is this the first incident of alleged sexual harassment between the complainant and the alleged harasser? How long has the alleged harassment been happening?

i. Ask the complainant what action by the alleged harasser or IECC would resolve the problem satisfactorily?

j. Ask the complainant if he/she has any questions about IECC’s sexual harassment policy or about the investigation process.

k. Ensure the complainant that IECC is serious about maintaining an environment that is free of sexual harassment and that the allegation will be fully investigated.

l. Ask the complainant if he/she is comfortable with the manner in which the investigation is being handled.

m. Investigators will advise all parties in cases where telephone conversations are being documented or a note taker is present.

9. The investigator may recommend interim corrective action, including, but not limited to, temporary transfer, non-disciplinary temporary suspension, or course re-scheduling to prevent the continuation of potentially serious harassment prior to the conclusion of an investigation.

10. It is recommended that the investigator have a note-taker present during all interviews.

11. All complaints of sexual harassment must be taken seriously and a complete investigation conducted.

12. If the accuser is not pleased with the college’s action/decision, refer the accuser to the appropriate section in the sexual harassment policy.
PRIVILEGED AND CONFIDENTIAL

Illinois Eastern Community Colleges

SEXUAL HARASSMENT ALLEGATION FORM

LOCATION(S) OF ALLEGED HARASSMENT: □ FCC □ LTC □ OCC □ WVC □ DO □ ____
(Other – Please specify)

DATE OF ALLEGED HARASSMENT: ________________________________

COMPLAINANT’S NAME: ____________________________________________

Last First Middle

ADDRESS: ______________________________________________________

PHONE: __________________________

CITY: ___________________________ STATE: _______ ZIP: __________

ALLEGED HARASSER:
(Attach additional sheets if necessary) Last First Middle

ADDRESS: ______________________________________________________

CITY: ___________________________ STATE: _______ ZIP: __________

PLEASE DESCRIBE THE ALLEGED DISCRIMINATORY STATEMENTS AND/OR ACTIONS. (Please provide as much detail as possible. Attach additional sheets if necessary.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

How does this behavior make you feel? Any emotional/physical effects?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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Have you spoken to anyone else about this?

__________________________________________

__________________________________________

__________________________________________

Are there any witnesses? (please list)

__________________________________________

__________________________________________

__________________________________________

Is this the first incident of alleged sexual harassment between the complainant and the alleged harasser?

How long has the alleged harassment been happening?

__________________________________________

__________________________________________

__________________________________________

What action by the alleged harasser or IECC would resolve the problem satisfactorily?

__________________________________________

__________________________________________

__________________________________________

__________________________________________

Complainant’s Signature _______________ Date _______________

Investigator’s Signature _______________ Date _______________

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