

## Available Resources

The following persons and agencies are available to assist with sexual harassment concerns.

### Gregory Smith

Associate VP of Human Resources  
Administration Building, Room 121  
(530) 242-7649 (Staff)

### Dr. Kevin O'Rorke

Vice President of Student Services  
2300 Building, Room 2312  
(530) 242-7621 (Students)  
[kororke@shastacollege.edu](mailto:kororke@shastacollege.edu)

### California Department of Fair Employment and Housing 2218

Kausen Drive, Suite 100  
Elk Grove, CA 95758 (Employment)  
(800) 884-1684 [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

### Equal Employment Opportunities Commission

901 Market Street, Suite 500  
San Francisco CA 94103  
(800) 669-4000 (Employment)  
[www.eeoc.gov](http://www.eeoc.gov)

### U.S. Department of Education Office for Civil Rights – Region 9

50 Beale Street, Suite 720  
San Francisco, CA 94105

(415) 486-5555 (Students)  
[ocr.sanfrancisco@ed.gov](mailto:ocr.sanfrancisco@ed.gov)



## Shasta College

[www.shastacollege.edu](http://www.shastacollege.edu)

11555 Old Oregon Trail  
PO Box 496006 Redding, CA  
96003-6006

[www.shastacollege.edu](http://www.shastacollege.edu)

(530) 242-7640

Sexual harassment at the Shasta-Tehama-Trinity Joint Community College District is prohibited under Board Policy and pursuant to Title VII of the 1964 Civil Rights Act.

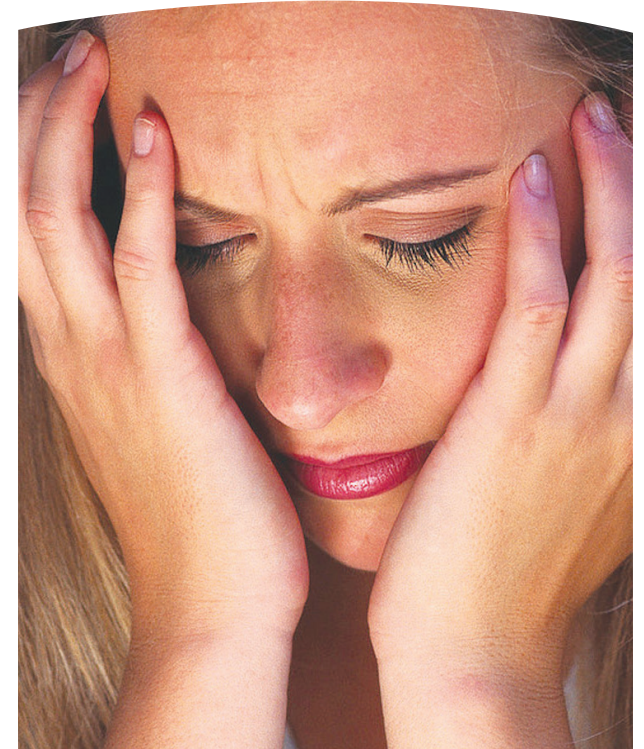
The Shasta-Tehama-Trinity Joint Community College District also adheres to the affirmative consent standard (California Education Code Section 67386). "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent to engage in the sexual activity.

For a copy of the Shasta College "Unlawful Discrimination Policy & Procedures", contact the Human Resources Office, room 118, in the Administration Building, 100.

For a copy online, go to the Shasta College web site <http://www.shastacollege.edu/hr> (go to Unlawful Discrimination tab)

The Shasta-Tehama Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

# Sexual Harassment IS NOT OKAY



## Shasta College

A Guide for Identifying and Responding to Sexual Harassment

## What is sexual harassment?

Sexual harassment is defined as:

### UNWANTED SEXUAL ATTENTION

There are two types of sexual harassment:

- **Quid pro quo sexual harassment**
- **Hostile Work Environment sexual harassment**

Quid pro quo sexual harassment occurs when a supervisor seeks sexual favors in return for something within the supervisor's powers, such as threatening to fire someone, or offering them a raise or promotion.

Hostile work environment sexual harassment refers to a situation where employees in a workplace are subject to a pattern of exposure to unwanted sexual behavior.

Sexual harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. Such acts refer to overtures or comments of a sexual nature, comments about personal sexual/intimate preferences and practices, comments or gestures pertaining to the sexual organs and their functions, and statements, "dirty" jokes, implications or symbols of erotic desires or activities. This can be verbal, written, or physical. It can be a behavior, innuendo, poster, email, picture, joke, statue, or any act or declaration of a sexual nature which creates an uncomfortable or hostile working or learning environment. Even if the person providing the attention does not realize the attention is unwanted, it still can be offensive.



Sexual harassment can cause a variety of symptoms which include depression, fear, irritability, alienation, indecision, loss of self confidence, migraine headaches, gastrointestinal disorders, jaw tightness, anxiety attacks, nausea and the inability to sleep. It may increase high absenteeism and employee turnover.

## Who gets harassed?

Anyone can be sexually harassed. Often sexual harassment involves unequal power in relationships, particularly when individuals are seen as vulnerable. The victim does not have to be the person directly harassed but can be a witness of such behavior who finds the behavior offensive and is affected by it.

## How are complaints filed?

The sexual harassment complaint investigation procedure is described in the Unlawful Discrimination Complaint Policy and Procedures, and is available for faculty, staff and students. The policy, procedure and complaint form are available in the Human Resources Office and online. Employees shall take responsibility for doing their part in ensuring that the campus environment is free of the hostile effects of sexual harassment. Any employee who observes questionable behavior shall report it immediately to the supervisor or the Human Resources Officer.

Informal resolution is the first option, but not required to be the first step. If the behavior does not stop and a written complaint is filed, a thorough investigation may be initiated following guidelines established in the process. Retaliation against the person filing the complaint is prohibited.

Sexual harassment is a serious violation which affords serious consequences including personal liability and possible disciplinary action.

## What to do?

If you have observed sexual harassment or feel that is occurring in your area or elsewhere on campus, please take the following steps:

### 1. DOCUMENT.

Write down the dates, times places, witnesses, and nature of the harassment. Remember, you could be held personally liable for not responding.

### 2. TALK TO SOMEONE.

Employees who observe sexual harassment have an obligation to report that harassment. Speak to the Human Resources Officer about the problem.

### 3. TRUST YOUR INSTINCTS.

Often the behavior will escalate. Refer to the Human Resources Officer for advice and advise the offender that the behavior has been observed and is unacceptable.

### 4. ENCOURAGE PERSONAL RESPONSIBILITY.

Say "no" to the offender. However, in some situations it may be best to report harassment rather than trying to handle it on your own.

### 5. IF YOU FEEL YOU ARE BEING HARASSED,

tell the responsible party to stop! Let it be known that their actions are inappropriate and unwelcomed.

X

Signature

I,

acknowledge that I have received, read and understand A Guide for Identifying and Responding to Sexual Harassment."