

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>SEXUAL HARASSMENT REPORTING</b>	Original Issue Date: January 13, 2005	Policy #: <b>541</b>
	Supersedes: November 18, 2011	Effective Date: August 21, 2015
Committees Consulted: College Operations DHS Human Resources	Reviewed & Approved by: College Planning Board of Trustees	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **PURPOSE:**

To promote a work and learning environment that is free from sexual harassment and that supports reporting of sexual harassment complaints.

## **Definition:**

Sexual harassment is a form of unlawful discrimination that is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal, visual or physical conduct of a sexual nature which meets one of the following three criteria:

1. It is an employment/assignment/academic condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment/academic progress; or
2. It is an employment/assignment/academic consequence: submission to or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual: or
3. It is an offensive job/academic interference: such conduct has the purpose or effect of unreasonably interfering with a workforce member's work/academic performance or creating an intimidating, hostile, offensive or abusive working/learning environment.

Retaliation – An adverse employment/academic action against another for reporting sexual harassment or filing a complaint, participating in an investigation, administrative proceeding or otherwise exercising their rights or performing their duties pursuant to this policy.

Learning/Workplace Environment – The learning/workplace environment includes off -site College related settings or other County/College sponsored functions and other learning/work related events (e.g. retirement parties) with a nexus to the workplace.

## **POLICY:**

All CONAH students and workforce members are responsible for assuring that sexual harassment does not occur in the work/learning environment.

Students and workforce members adhere to Department of Health Services (DHS) and LAC+USC Medical Center sexual harassment policies and the County Policy of Equity (CPOE).

Subject:

**SEXUAL HARASSMENT REPORTING**

Any student or workforce member who believes that he or she has been the object of, or has been affected by, sexual harassment in the work/learning environment or who is aware of an occurrence of sexual harassment shall report such action or incident.

Sexual harassment is unacceptable, will not be tolerated, and will result in disciplinary action.

Confidentiality of the student and workforce member who experiences, reports, or witnesses sexual harassment must be maintained.

The Sexual Harassment policy and procedure is published and accessible to all students and workforce members.

**PROCEDURE:**

Student and workforce members complete the DHS Mandatory Training on Sexual Harassment Prevention per policy.

Employees review DHS Policy #749: Sexual Harassment and sign the acknowledgment of receipt and awareness form annually.

Students receive sexual harassment information in the College Catalog and during orientation.

Any student or workforce member who experiences, witnesses, or becomes aware of any occurrence of sexual harassment may report to any of the following:

- Instructor
- Program or semester coordinator
- Immediate supervisor or any manager/supervisor.
- County Intake Specialist Unit: 1(855) -999-CEOP(2367) or <https://ceop.bos.lacounty.gov>

Faculty/staff notify their supervisor of any incidence of sexual harassment.

Supervisors and managers report all allegations of sexual harassment involving workforce members, whether or not those workforce members are direct or indirect reports, to the County Equity Oversight Panel (CEOP) as soon as they are made aware of the incident. Reports to the CEOP are made electronically at <https://ceop.bos.lacounty.gov/Submit.aspx>.

Supervisors/managers notify the On-Site Human Resource office of any complaints received and/or filed with the CEOP. at the time the complaint is received and filed with CEOP.

Instructor/coordinator/supervisor who takes the report:

- Obtains statement from student or workforce member or witness as soon as possible after the event
- Assures student or workforce member that the matter will be investigated
- Immediately notifies Administration and Human Resources (HR) either verbally or in writing
- Prepares a written report as directed by HR
- Implements measures to minimize exposure to further sexual harassment
- Maintains the workforce member's confidentiality.

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**SEXUAL HARASSMENT REPORTING**

**PROCEDURE DOCUMENTATION:**

DHS Performance Evaluation Form HS-1025: Agreement of Understanding (policy checklist)  
County Equity Oversight Panel Report

**REFERENCES:**

County Policy of Equity  
County of Los Angeles: Information for Employees on Sexual Harassment  
DHS Policy #749: Sexual Harassment  
LAC + USC Medical Center Policy #547: Sexual Harassment – Reporting of  
Complaints/Grievances  
College of Nursing and Allied Health Catalog

**REVISION DATES:**

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