



# **Preventing Sexual Harassment**

**Provided by  
Human Resources**

# CCC Vision, Mission & Core Values

---

## Vision

Leading our communities in lifelong learning

## Mission

As a learning-centered college, we enrich lives by embracing diversity and transforming the future through quality education

## Core Values

People, Learning and Growth,  
Quality, Ethics,  
Community, Respect, Sustainability



Coconino  
Community  
College

*Student Success: The Heart and Purpose of CCC*

# Our Commitment

---

- CCC is committed to maintaining a workplace and educational environment free of all forms of discrimination and harassment
- Do not be afraid to speak up!



# Learning Objectives

---

**At the end of this training, you will be able to:**

- Explain what sexual harassment is.
- Describe what steps to take if harassment does occur.
- Take action to prevent sexual harassment from occurring in the workplace.
- Describe what resources are available for assistance and support.



# College Philosophy

---

Coconino Community College takes the prevention of sexual harassment seriously.

## **The College will provide:**

- An environment free of harassment and intimidation, so everyone can feel safe and perform to the best of their ability.
- An environment where everyone is respected and valued for their individual contributions to the College.



*Student Success: The Heart and Purpose of CCC*

# Definitions

---

- Sexual harassment is a form of gender discrimination and violates both Title VII of the 1964 Civil Rights Act & AZ State laws.
- AZ Civil Rights Act - prohibits employment practices that discriminate on the basis of gender, including sexual harassment.
- Title IX of the Education Amendments Act of 1972 is the federal anti-discrimination law that states “No person in the U.S. shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
- Equal Employment Opportunity Commission (EEOC), is a federal agency that enforces the federal law.



# Definitions

---

EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made as an implicit or explicit condition of employment.
- Surrender to or rejection of such affects employment opportunities.
- The conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment.



Coconino  
Community  
College

# Title IX Responsibilities

---

As an educational institution, the College has additional responsibilities to ensure that discrimination based on gender does not occur for both students and employees. Responsibilities include:

- Communicating relevant policies that the College does not discriminate on the basis of sex in its education programs and activities.
- Investigating student and/or employee complaints of sex discrimination, harassment, or violence (*A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the College's duty to resolve complaints fairly*).



Coconino  
Community  
College



# Title IX Responsibilities

---

- Taking immediate action to eliminate, prevent reoccurrence, and address the effects of sexual harassment / sexual assault.
- Publishing procedures and processes for filing and resolving complaints of gender discrimination and sexual assault.
- Communicating investigation outcomes and sanctions to appropriate parties.
- Having a designated Title IX Coordinator to handle gender discrimination and sexual assault issues.



Coconino  
Community  
College

# Types of Sexual Harassment

---

- **Quid Pro Quo** occurs when employment decisions or expectations (e.g. hiring decisions, promotions, salary increases, work assignments, performance expectations) are based on an employee's willingness to grant or deny sexual favors.
- **Hostile Environment** occurs when verbal or non-verbal behavior in the workplace is:
  - because of the person's gender
  - unwanted or unwelcome
  - severe or pervasive enough to affect the person's work environment and their job performance



Coconino  
Community  
College

---

Sexual harassment occurs when...

# Occurrences of Sexual Harassment

---

## Disparity of power

- Sexual harassment occurs most often when there is a disparity of power in the organization (e.g., direct supervisor and his/her employee or other supervisors, a faculty member and student).
- It can also happen from sources outside the organization (vendors, suppliers, consultants, etc.).



Coconino  
Community  
College

# Occurrences of Sexual Harassment

---

## Intent versus impact

- An individual does not have to intend to harass another person; it is the impact on the other person that matters.
- Example: Two employees are telling each other jokes, a coworker overhears them and is offended.



Coconino  
Community  
College

# Occurrences of Sexual Harassment

---

## Occurrences of Sexual Harassment

- **What is offensive is in the “eye of the beholder”**
  - What is offensive to one person may be acceptable to another
  - The courts use the “reasonable person standard”. Would a reasonable person consider this behavior as sexual harassment?



Coconino  
Community  
College

# Occurrences of Sexual Harassment

---

## Men can be sexually harassed

- While most complaints are from women, men can be victims of sexual harassment.
- According to numerous studies, roughly 90-95% of the complaints are from women and 5-10% are from men.



Coconino  
Community  
College

# Occurrences of Sexual Harassment

---

## Who can be sexually harassed?

- Men can be harassed by women
- Men can be harassed by men
- Women can be harassed by women
- Women can be harassed by men

Anyone and everyone!



# Occurrences of Sexual Harassment

---

## Summary

- Behavior is:
  - **gender based**
  - **repeated** (pattern of behavior is established, [e.g., repeatedly asking for unwelcome dates])
  - **severe** (“once is enough”, one incident establishes intent to harass [e.g., inappropriate touching, quid pro quo, retaliation])
  - **unwelcome/unwanted** by the victim (including third party observers who are offended)



Coconino  
Community  
College

# Behaviors that Constitute Sexual Harassment

---

## Location:

- The workplace is anywhere work is taking place (e.g., on-site, off-site, conferences, any other College sponsored event).
- The College will provide a positive and safe environment in which to learn and work.



# Behaviors that Constitute Sexual Harassment

---

**Harassment can be sexual in either of two ways:**

- Pertains to **Sexuality** (e.g., asking for sexual favors or focusing on someone's sexuality).
- Can be **Gender Based** – directed at someone because of his/her gender.

Example: male employee intimidates and harasses a female co-worker because she is a woman while he treats his male co-workers with respect.



Coconino  
Community  
College

# Behaviors that Constitute Sexual Harassment

---

## Summary

- The incident/behavior does not have to adversely affect employment or educational status to be considered sexual harassment.
- A hostile environment exists when an individual does not feel safe and/or the incident/behavior interferes with the ability to perform the job or academic requirements.



Coconino  
Community  
College

---

People who are being harassed  
may not complain because...



Coconino  
Community  
College

# Why People Might Not Complain

---

## Fear of:

- Retaliation
- Loss of job opportunities
- Rejection by co-workers
- Being labeled a “trouble-maker”
- Not being considered a team player
- Being accused of not having a sense of humor
- The rumor mill
- Not being believed
- Being wrong



# Why People Might Not Complain

---

## Protections against retaliation

- Filing a complaint or participating in the complaint process is considered a “protected activity.”
- The College prohibits retaliation against employees or students (e.g. hiring, firing, pay, job assignment, grades, etc.).



Coconino  
Community  
College

---

I believe that incidents of sexual harassment can best be handled or prevented by...



# Preventing or Handling Sexual Harassment

---

## Step 1: Direct Communication

- Tell the individual that the incident/behavior is unwelcome and it should stop.
  - Example: “I feel uncomfortable when you rub my shoulders and I want you to stop.”
  - Research shows that this stops the behavior 90-95% of the time. You can feel confident that telling the harasser to stop will usually cause the behavior to stop.
- However, you are not required to confront individual, assistance is available to you



Coconino  
Community  
College

# Preventing or Handling Sexual Harassment

---

## Step 2: Get Assistance

- If you feel that you need assistance to stop the behavior, contact your supervisor, next level of management, or HR/EEO/Title IX Officer.



# Preventing or Handling Sexual Harassment

---

## **Step 3: Outside Agencies (if needed)**

- Contact a federal or state agency (EEOC Office, Department of Education, Arizona Civil Rights Division).
- Contact the EAP (Employee Assistance Program).



---

# The College's Policy and Procedures on Sexual Harassment



# College Policy and Procedures

---

Procedure for Complaints of Discrimination, Harassment, and Retaliation **102-01, 105-00 and 105-01, 121.04** covers:

- Definitions
- Complaint reporting process
- Investigation process
- Disciplinary action

*These cover employees, students and the general public.*

***Student Success: The Heart and Purpose of CCC***



**Coconino  
Community  
College**

---

# Supervisor/Faculty Responsibilities

*Student Success: The Heart and Purpose of CCC*



# Supervisor/Faculty Responsibilities

---

- Provide an environment free of intimidation, hostility, or harassment.
- Communicate and demonstrate that harassment will not be tolerated.
- Take appropriate action according to College policy to ensure the environment is free of harassment and that no retaliation occurs.

Everyone has the responsibility to provide an environment free of intimidation, hostility, or harassment.



Coconino  
Community  
College

*Student Success: The Heart and Purpose of CCC*

# Supervisor/Faculty Responsibilities

---

- Supervisors/Faculty must bring reports or observations of possible harassment to Human Resources/EEO/Title IX Officer.
- Fact-finding will be conducted or facilitated by Human Resources.





# Contacts

---

Allison Eckert, Interim Director of Human Resources

EEO/Title IX Officer

928-226-4204

[allison.eckert@coconino.edu](mailto:allison.eckert@coconino.edu)

Veronica Hipolito, Dean of Student Development & Community Engagement

928-226-4337

[veronica.hipolito@coconino.edu](mailto:veronica.hipolito@coconino.edu)

Dudley Gardner, Interim Vice-President of Academic Affairs

928-226-4224

[dudley.gardner@coconino.edu](mailto:dudley.gardner@coconino.edu)

Greg Giangobbe, Chief of College Security

928-226-4271

[greg.giangobbe@coconino.edu](mailto:greg.giangobbe@coconino.edu)

***Student Success: The Heart and Purpose of CCC***



**Coconino  
Community  
College**

# In Closing...

---

## **The issue is respect**

- The College will provide an environment free of harassment and intimidation, so everyone can feel safe and perform to the best of their ability.

