

120.030 – HARASSMENT POLICY

Date Revised: April 2017

POLICY

It is organization policy to maintain an environment free from all forms of harassment. Harassment is prohibited in connection with any activity including, but not limited to, relations with other students, prospective students, members, vendors, or employees. Any allegation of harassment will be investigated.

Harassment includes any repeated unwelcome or unwanted verbal or physical conduct based on basis of age, race, color, sex, sexual orientation, gender expression or transgender status, marital status, religion, creed, ancestry, national and ethnic origin, veteran's status, physical, mental handicap or any legally protected status, that creates a hostile, offensive or intimidating work environment, or that substantially interferes with Maine Media Colleges environment.

Additionally, harassment based on sex includes attempts to control, influence, or affect the advancement of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment is illegal. It is defined 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 either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual;
- Such conduct has the purpose and effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive learning or working environment.”

PROCEDURE

It is your responsibility to speak with the Director of Student Service, VP of Academic Affairs or President at once if you believe you are being subjected to harassment. Any individual who believes they are being harassed by a manager, supervisor, co-worker, employee, member, student, or vendor, should promptly take the following actions:

1. Confront the harasser and ask him or her to stop. If you feel uncomfortable with confronting the harasser as outlined here, skip to Step 2.
2. Document your complaint. Keep a log detailing the incident/s, what was said or done, who might have witnessed it and the date. Keep any related letters or memos.
3. Immediately contact:
Director of Student Service – Kerry Curren, 207.236.8581 x303 kcurren@mainemedia.edu
VP of Academic Affairs – Elizebeth Greenberg, 207.236.8581 x353 egreenberg@mainemedia.edu
or
President – Meg Weston, 207.236.8581 x350 mweston@mainemedia.edu
4. All complaints will be handled in a timely manner. Information concerning your complaint will be given on a need-to-know basis only. Individuals needed for participation in the investigation, the alleged harasser, and possible witnesses may be contacted and thereby learn of the complaint. Individuals should not discuss the complaint or the resulting investigation, except for discussions necessary to conduct the investigation and make a decision. The purpose of this provision is to encourage the filing of valid complaints by protecting the privacy of the complaining individual to the extent possible, as well as to protect the reputation of any individual who wrongfully might be charged with harassment.
5. The President's designee will investigate your complaint promptly. If valid, the individual will determine remedies to be given and the sanctions to be imposed.

6. The complaining individual and the alleged harasser have the right to appeal the determination by writing a memo or letter delivered to the President within 10 working days of the determination.

There will be no retaliatory measures taken against any individual who makes a report of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including dismissal. If you feel your complaint has not been appropriately handled by the organization, you may contact the:

**MAINE HUMAN RIGHTS COMMISSION
51 STATE HOUSE STATION
AUGUSTA, ME 04333-0051**

PHONE: 207-624-6050

TTY: 1-888-577-6690

FAX: 207-624-6063