



- Bias Incident Response Process

If more than one College policy or procedure may apply to some or all of the conduct at issue in a complaint, the College will determine in its discretion what policy and procedure to use in addressing and resolving the complaint.

### III. KEY DEFINITIONS

A. **Discrimination:** Treating someone differently because of their membership in a Protected Category (or a perception that someone is a member of a Protected Category) in matters of admissions, employment, housing, services, or in the educational programs or activities the College operates. In determining whether discrimination occurred, the College examines whether educational environment, and whether individuals outside of the protected class received more favorable treatment. If so, the College considers whether there is no legitimate, non-discriminatory reason for the action.

B. **Harassment:** Unwelcome verbal or physical conduct (including conduct using technology) directed toward an individual because of their membership in a Protected Category (or a perception that someone is a member of a Protected Category) that has the purpose or effect creating an intimidating, hostile, or offensive working or academic environment. *Quid pro quo* harassment occurs rs xrs R20N2 BkY.0aJZQ6 (h (%2264 POVX occu2891W\*nnreW\*n28915(



will take appropriate action to prevent recurrence of the Discrimination and/or Harassment and take steps to correct its discriminatory effects on the Complainant and others, if appropriate.

#### **V. THIRD-PARTY REPORTING**

Any individual may make a report of Discrimination or Harassment. The report may be made without disclosing the identities of the parties involved. However, the College to the third-

provide truthful and complete answers to any questions asked by the investigator.

- E. The College will strive to conclude the investigation no later than 90 calendar days after the start of the investigation unless good cause exists to extend the period for investigation. Both parties will be provided periodic updates of the status of the











safety. Factors to consider include: (a) was a weapon involved in the incident; (b) is the accused a repeat offender; (c) does the incident create a risk of occurring again; (d) are there other sources of evidence that could be used to identify the accused (i.e., surveillance cameras); and (e) will the College be able to eliminate the hostile environment without disclosing the identity of the Complainant. If the College  
College will noti

## **XV. RECORDKEEPING**

The Human Resources and Title IX offices are responsible for maintaining documentation for employees regarding all relevant complaints filed under this policy and Title IX, including documentation of all investigations, resolutions (informal or formal), and appeals conducted under these complaint resolution procedures. The Student Affairs and Title IX office is responsible for maintaining documentation regarding all relevant complaints filed under this policy for students.

The complaint filed shall be retained for a minimum of seven (7) years and shall be stored in a manner reasonably designed to maintain their confidentiality. However, nothing in this policy shall limit the College

College litigation,  
or in connection with any investigation by any government agency.

Policy adopted September 2023; effective October 12, 2023