



## **Board Procedure 400.5: Harassment**

### **Personnel**

Iowa Valley Community College District is committed to providing a professional work environment that is free of harassment. Harassing conduct, regardless of whether it rises to the level of harassment prohibited by law, is not tolerated. The reason for this procedure is to ensure that we offer a work environment that is free of physical, psychological, and verbal harassment. Harassment consists of unwelcome conduct that unreasonably interferes with an individual's work performance and creates an intimidating, hostile or offensive work environment, or affects an employee's tangible job benefits. This prohibited unwelcome conduct includes conduct based on sex, race, color, creed, religion, national origin, age, sexual orientation, gender, gender identity, genetic information, physical attributes, physical or mental ability, veteran status, socioeconomic status and actual or potential parental, family or marital status. Harassment of any individual or group, not just those in a protected class, will not be tolerated by the District.

Sexual harassment encompasses any sexual attention, from either gender, that is unwanted and is defined as unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission is expressed or implied as a condition of employment or status in a class, program or activity.
- Submission to or rejection of the behavior is used to make an employment or educational decision such as hiring, promotion or grading a course.
- The conduct has the purpose or effect of unreasonably interfering with a person's work or educational performance or creates an intimidating, hostile or offensive environment for work or learning, including harassment in the District from an outside party, such as a vendor.

Sexual harassment may take many forms, for example:

- Unwanted physical contact.
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or grades.
- Direct propositions of a sexual nature.
- Comments of a sexual nature.
- Sexually explicit statements, questions, jokes or anecdotes.
- Unnecessary touching, patting, hugging or brushing against a person's body.
- Remarks of a sexual nature about a person's clothing, body, sexual activity or previous sexual experience.

Any person who believes that they have been the recipient of a discriminatory or harassing act may file a complaint with:

- Human Resources at Iowa Valley Community College District, 3702 S. Center St., Marshalltown, IA 50609, or by phone (641) 844-5525, or email to [Equity@iavalley.edu](mailto:Equity@iavalley.edu); or
- Employee's Supervisor or any supervisor in the District
- The Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov).

If an employee witnesses or experiences harassment or sexual harassment, they are strongly encouraged to report the incident immediately.

If an investigation confirms that a violation of this procedure has occurred, the District will take corrective action with the offending employee, up to and including immediate termination of employment.

Retaliation against persons filing a complaint or for assisting in the investigation following the filing of a complaint is strictly prohibited.

It is the responsibility of the Manager/Supervisor to ensure employees are trained on this procedure.

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Legal Reference

None

Related Administrative Rules and Regulations

None

Revision History

None

Formerly Board Procedure 401C; Board Policy 422