

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

SEXUAL MISCONDUCT
Policy 3-44
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Effective September 25, 2014

(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to maintaining a workplace and academic environment where everyone is treated with dignity and respect. The college prohibits sexual misconduct in any form, which includes sexual harassment and sexual violence or other inappropriate behavior that is of a sexual nature, or based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity. Employees and students are expected to maintain a productive work, academic and athletic environment that is free of sexual misconduct.

Administrators, supervisors, faculty members or employees who have been designated to act on behalf of the college are specifically responsible for identifying and, with guidance from the Human Resources Equity and Compliance Unit, taking proper action to end such behavior that occurs in the workplace, on Columbus State Community College Property, in a classroom or at any event or athletic venue that is hosted or sponsored by the college.

In furtherance of these expectations, employees must participate in required training.

(B) DEFINITIONS

Sexual Misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex.

Non-Consensual Sexual Contact- any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent.

Non-Consensual Sexual Contact is a felony in the State of Ohio, defined in Title 29 of the Ohio Revised Code. The College's Police Department shall report the crime to the Columbus or local Police Department in accordance with the Clery Act.

Consent- a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol

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Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.

Force- the use of physical violence, threat of physical violence and/or imposing on someone physically to gain sexual access.

Coercion- unreasonable, intimidating or forcible pressure for sexual activity.

Sexual Assault- includes non-consensual vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.

Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Domestic Violence/Intimate Partner Violence/Dating Violence- violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and/or the frequency of interaction between the persons involved in the relationship.

Sexual Harassment - conduct of a sexual nature based on a person's sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational, educational or athletic opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment, academic or athletic attainment.

Forms of sexual harassment Include:

- (1) **Quid Pro Quo** (a.k.a – “this for that”) - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, athletic or economic injury to the victim.

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- (2) ***Hostile Work Environment*** - includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(C) INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT

- (1) The conduct must be unwelcome, non-consensual and severe or pervasive.
- (2) Sexual misconduct can occur in a variety of circumstances, including but not limited to the following:
 - (a) The victim and the person engaging in misconduct do not have to be of the opposite sex.
 - (b) The person engaging in the misconduct can be any full or part-time faculty, staff, administrator, employee, student, or non-employee conducting business at the college.
 - (c) The victim does not have to be the person directly experiencing the misconduct, but could be a third party or anyone aware of, or affected by, the misconduct.
- (3) Examples of sexual misconduct include, but are not limited to, the following:
 - (a) unwanted physical contact of any kind including touching, hugging or kissing;
 - (b) verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature;
 - (c) non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media;
 - (d) conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating;
 - (e) sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects;

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- (f) prostituting another person;
- (g) using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission;
- (h) intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism);
- (i) threatening to sexually harm someone;
- (j) initiating sexual activity with a person who is incapacitated and unable to provide consent; or
- (k) inducing incapacitation for the purpose of sexual exploitation.

(D) PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

(4) Consensual sexual relationship misconduct among employees:

Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment is strictly prohibited.

(5) Consensual sexual relationship misconduct with students:

- (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.

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- (b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, coach or Supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success.
- (c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(E) CONSEQUENCES OF SEXUAL MISCONDUCT

- (1) *For Employees* - violations of this policy will result in disciplinary action, up to and including termination of employment.
- (2) *For Students* - the student conduct hearing process will be initiated by the student conduct office to determine how a violation of this policy is to be resolved per the Student Code of Conduct Policy 7-10. Sanctions for violating this policy may range from a warning to expulsion.

(F) CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

- (1) Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Equal Employment Opportunity (EEO) Title IX Coordinator or Deputy Title IX Coordinator/Compliance Officer about the relationship as soon as it is known that it may violate this policy.
 - (a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.
 - (b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

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- (c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
- (d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

(G) REPORTING RESPONSIBILITIES FOR SEXUAL MISCONDUCT

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the college may administer this policy.
- (2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;
 - (b) a Deputy Title IX Coordinator/Compliance Officer;
 - (c) a supervisor, director, chairperson, dean or other administrator;
 - (d) an employee of Human Resources; or
 - (e) an employee of Columbus State Police Department.
- (3) In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a college athletic event, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;
 - (b) a Deputy Title IX Coordinator/Compliance Officer;
 - (c) the Dean of Student Life;

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- (d) a dean, chairperson, or other academic administrator;
 - (e) the college's athletic manager or a coach;
 - (f) the Student Conduct Director or the Student Conduct Program Coordinator; or
 - (g) an employee of the Columbus State Police Department.
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator or a Deputy Title IX Coordinator. Failure to do so shall result in disciplinary action, up to and including termination of employment.

(H) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(I) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(J) RETALIATION

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

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Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the EEO/Title IX Coordinator.

(K) REPORTING

- (1) Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to college's disciplinary policy and procedures.
- (2) Any student who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

- (L)** The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

Last Effective Date: November 15, 2012

Board Approved: September 25, 2014
clh/SG Office