

**Warner Pacific College**

# **Non Discrimination/Non Harassment Policy**

**A Christian Liberal Arts College Community  
Statement and Policy of Responsibility and Accountability**

**Revised September 2015**

## **Warner Pacific College – Non Discrimination / Non Harassment Policy**

A supportive, congenial and professional environment is essential to Warner Pacific College's mission, vision and values. For this reason, the college strives to sustain an atmosphere in which individual dignity is respected. Warner Pacific College affirms the principle that its students, faculty and staff have a right to be free from discrimination or harassment of any kind by any member of the College community.

Discrimination or harassment of any kind violates College policy, is unacceptable conduct, is unlawful and is not and will not be tolerated. It is demeaning to all persons involved. Sexual harassment is a form of sex discrimination, which is illegal under state and federal laws (ORS 659.030, Titles VI and VII of the Civil Rights Act of 1964 as amended, the Equal Opportunity Act of 1972, and Title IX of the Education Amendments of 1972) and other regulations. The College will take all necessary actions to prevent and stop sexual harassment in all areas of its business, education and other activities and has designated the following individuals as Title IX compliance officers:

1. Steve Stenberg, Vice President for Operations (Senior Title IX Compliance Coordinator – handling complaints from students, staff and faculty) Office Location: AF Gray 214, Office phone number: 503-517-1238, Email: [sstenberg@warnerpacific.edu](mailto:sstenberg@warnerpacific.edu)
2. Dr. Daymond Glenn, Vice President for Community Life (Title IX Coordinator – handling complaints from students), Office Location: Smith Hall 219, Office phone number: 503-517-1056, Email: [dglenn@warnerpacific.edu](mailto:dglenn@warnerpacific.edu)
3. Jared Valentine, Student Affairs Compliance Officer (Deputy Title IX Coordinator – handling complaints from students), Office Location: Smith Hall 211, Office phone number: 503-517-1008, Email: [jvalentine@warnerpacific.edu](mailto:jvalentine@warnerpacific.edu)
4. Kia Smith, Assistant Director of Leadership Development and Student Programs (Deputy Title IX Compliance Coordinator-handling complaints from students), Office Location: Smith Hall 208, Office phone number: 503-517-1015, Email: [kcsmith@warnerpacific.edu](mailto:kcsmith@warnerpacific.edu)
5. Lori Jass, Associate Vice President for Adult Degree Program, (Deputy Title IX Compliance Coordinator -handling complaints from ADP students), Office Location: Centre 205, 2600 SE 98<sup>th</sup> Ave., Suite 200, Portland, Oregon, Office phone number: 503-517-1320, Email: [ljass@warnerpacific.edu](mailto:ljass@warnerpacific.edu)
6. Bev Fitts, Director of Human Resources (Deputy Title IX Compliance Coordinator – handling complaints from staff and faculty), Office Location: AF Gray 216, Office phone number: 503-517-1031, Email: [bfitts@warnerpacific.edu](mailto:bfitts@warnerpacific.edu)

All inquiries concerning the application of Title IX including inquires about the College's sex discrimination, sexual harassment, or sexual assault policies may be referred to the appropriate Title IX officer.

### **Harassment Defined**

Disparate and unfair treatment of any individual because of her or his race, color, sex, religion, national origin, age, disability or protected group status as defined by federal and state laws is prohibited. This includes harassment and intimidation. Harassment is behavior perceived by the receiver as unwelcome and includes, but is not limited to, the use of verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, displays of objects and materials which create an offensive environment. Actions such as these are prohibited and if repeated are also unlawful.

### **Sexual Harassment Defined**

Sexual harassment is considered sex discrimination not only because of the sexual nature of the conduct to which the victim is subjected but also because the harasser treats a member or members of one sex differently from members of the opposite sex.

Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individuals; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an offensive work or educational environment.

This is by no means an exhaustive list of conduct which is considered inappropriate and which will not be tolerated by the College. If you are aware of such illegal conduct, it is your responsibility to take affirmative actions to stop it immediately either by telling the individual to stop the offensive conduct or reporting it immediately to the appropriate parties.

### **Examples of Sexual Harassment:**

#### **Verbal:**

- Sexual innuendo
- Sexual humor
- Gender traits
- Gender negative comments
- Sexual threats
- Wolf whistle and other sounds

#### **Physical:**

- Offensive sexual contact or assault
- Offensive touching, patting, pinching
- Deliberate brushing against the body
- Blocking movement
- Gestures
- Kissing

### **Sexual Harassment Involvement**

Sexual harassment can involve persons of the same or mixed gender of any age, occupation, rank or relationship. Sexual harassment can occur at any time of the day and in any location.

### **The Discrimination and Harassment Grievance Process (What to Do if You Have a Complaint)**

This procedure is meant to provide the most comfortable means of reporting unlawful discrimination or harassment.

If you feel you are the victim of discrimination or harassment in any form, you are encouraged to first discuss the matter with your supervisor, Human Resources, your Student Advisor or with other management employees with whom you feel comfortable discussing the matter.

Perhaps the problem is due to a simple misunderstanding and can be resolved within the department. However, you may file an internal complaint with any member of management. The following steps have been established for filing and handling complaints from any employee or student based on alleged acts of discrimination:

1. Any individual may file a complaint by communicating directly with her/his supervisor or any member of management. The multiple options noted here for presenting a complaint are made available with the intent of giving the individual the opportunity to select a person with whom s/he feels comfortable. Any individual may file a complaint orally by meeting with management or by submitting a complaint in writing. All complaints will be acknowledged within three days of receipt.
2. The College will proceed with an investigation of the complaint. Confidentiality will be maintained as far as is practicable. If it is necessary to make the individual filing the complaint known to others, the individual shall be advised in advance and shall be told why it is necessary that s/he be identified.
3. Once the investigation is complete, a report will be submitted to the President. The President, or the President's designee, will determine the final resolution. The resolution may include, but is not limited to, placing an accused individual on leave (if an employee) or suspension (if a student).
4. On the basis of the facts developed, the College will render a decision in writing as soon as possible after the completion of the investigation. If corrective or remedial action is warranted, appropriate disciplinary action will be taken, up to and including termination (if an employee) or expulsion (if a student).
5. Individuals who file complaints or who testify, assist or participate in any manner in an investigation or hearing will be safeguarded against intimidation, coercion, retaliation or discrimination of any kind. All such acts against complainants or other participants should be reported immediately to the College.
6. All individuals in the College Community are required to fully cooperate in carrying out this policy and to avoid acts of discrimination, harassment or intimidation on the basis of race, color, gender, religion, national origin, disability, age, marital status or sexual preference.

### **Sexual Assault**

If you have been assaulted, get help immediately. Contact Campus Security or call 911. Your supervisor and Human Resources are also trained to help you get proper assistance and counsel.

I have read and understand the above Warner Pacific College Non-Discrimination /Non-Harassment policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date