

Harassment Free Workplace

KCTCS intends to provide a work environment that is pleasant, professional, and free from illegal discrimination. Persons, including students, shall not be forced to tolerate a hostile work environment. A hostile environment is created when persons are forced to suffer harassment based upon their race, gender, age, national origin, color, religion, or disability. Harassment can take many forms, including, but not limited to, innuendo, suggestive comments, threats, insults, jokes, horseplay, rumors, pictures, signs, writings, e-mail, and gestures, based upon another person's gender, race, age, national origin, color, religion, or disability.

All employees, and particularly immediate supervisors, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the KCTCS to do so.

Policies

[3.3.1 Harassment Based on Race, Gender, Age, National Origin, Color, Religion, or Disability](#)

Sexual Harassment

Sexual Harassment not only violates KCTCS policy, but also violates Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972 and the Civil Rights Act of 1991. Sexual harassment is defined as unwelcome and unwanted verbal or physical conduct of a sexual nature:

- where submission to this conduct is made an explicit or implicit term or condition of an individual's employment;
- where submission or rejection of such conduct is used as the basis for making employment decisions affecting the individual; or
- which has the purpose or effect of substantially altering the effect of or interfering with the individual's work performance or which creates an intimidating, hostile or offensive workplace environment.

Sexual harassment can take many forms and the determination of what is sexual harassment will vary according to the particular circumstance. Sexual harassment may involve behavior by a person of either sex against a person of the same or opposite sex.

Examples of sexual harassment may include:

- Conditioning an employment related action (such as hiring, promotion, salary increase or performance appraisal) on a sexual favor or relationship;
- Making or threatening reprisals after a negative response to sexual advances;
- Offensive sexual jokes, comments or sexual overtures;
- Pressure or demand for sexual activity;
- Offensive or unwanted physical contact, inappropriate touching, patting, pinching, kissing, brushing against another's body;
- Inappropriate or offensive comments about an individual's body;
- Visual displays of suggestive, erotic or degrading sexually-oriented images or messages in any medium including e-mail or internet web-sites

Complaint Procedures

What to do if you have experienced or witnessed sexual harassment

Employees who believe they are victims of, or witnesses to, sexual harassment are urged to report such incidents as soon as possible. Such behavior should be reported to:

- Your normal supervisory channels
- Your local Human Resources Director or equal employment opportunity coordinator
- The KCTCS human resources department located in Versailles, KY (859) 256-3100

Appropriate investigation and disciplinary action will be taken. No adverse employment action will be taken against employees making a good faith report of alleged harassment.

Preventing Sexual Harassment mandatory yearly test:

<http://training.newmedialearning.com/psh/kctcs/index.htm>