For assistance outside your local campus you may contact:

KCTCS SYSTEM OFFICE
300 North Main Street
Versailles, KY 40383
(859) 256-3322/3332

ETHICS COMPLAINT HOTLINE
1-866-594-3115

KCTCS

Sexual Harassment Policy*

It is the policy of the Kentucky Community and Technical College System (KCTCS) to provide a work environment that is pleasant, professional and free from illegal discrimination. Sexual harassment is a form of illegal discrimination and will not be tolerated at KCTCS.

Sexual harassment is an assault on a person's privacy and integrity. It can cause poor job performance, physical illness, fear of reprisal, anxiety, and loss of self confidence. Sexual harassment can also affect those exposed to the situation, causing workplace conflict, a decline in morale, and a loss of respect for the responsible party.

Any information reported concerning allegations of sexual harassment will be handled confidentially to the fullest extent possible.

** Applies to all employees regardless of employment with predecessor institutions. Also applies to discrimination in the form of harassment based on race, color, religion, sex, sexual orientation, national origin, disability, or age.*

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Phone: 859-256-3322/3332

KCTCS is an equal opportunity employer and education institution.

HARASSMENT FREE WORKPLACE

KCTCS
HIGHER EDUCATION BEGINS HERE

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

Definition of 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.

Examples of Sexual Harassment

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 behaviors should be immediately reported through one of the following channels:

- Your normal supervisory channels.
- Your college human resources office.
- The System Office human resources or legal department.
- Through the ethics complaint hotline.

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.