



Mott Community College Procedure for Reporting and Investigating Sexual Harassment and Other Unlawful Harassment Claims

(This procedure ONLY applies to complaints of Sexual and Unlawful Harassment involving employees, students, and any other individuals associated with the College.)

Appropriate Office for Reporting:

- If you are a student who has been harassed by another student, you should submit your complaint to the Registrar in the Student Services Office
- All other complaints of harassment against an **employee (faculty, staff, administrators)** or any **other individual associated with the College** should be directed to the Human Resources Office.

Step 1 – The person alleging that sexual harassment (or any type of unlawful harassment) has occurred (“the Complainant”) must go to the appropriate office (see above) and complete the proper complaint form. The appropriate office (see above) will assist the Complainant, if needed/requested. A representative or designee of the appropriate office will then conduct an initial interview with the person making the complaint to ascertain the relevant facts.

If the Complainant initially reports the complaint to someone other than a representative or designee from the appropriate office i, that person should respond as follows: listen carefully, do not jump to conclusions or take sides, document the facts as given, direct the person to go to the appropriate office (see above), and promptly follow-up with that office to notify them of the complaint and provide them with your documentation. Persons with knowledge of and/or facts pertaining to a complaint must maintain confidentiality as much as possible and must not disclose the information to unnecessary third parties

Step 2 – The representative or designee will conduct any necessary or appropriate preliminary investigation and may appoint an outside investigator(s) to conduct a portion of or the entire investigation. When the preliminary investigation has produced sufficient information to warrant notice, the appropriate office or its designee will notify the person accused of harassment and his/her labor representative, if applicable, of the complaint.

Step 3 – Following the preliminary investigation, the representative or designee will promptly meet with the person accused of harassment and his/her labor representative, if applicable, to discuss the basis for the complaint and to document his/her response. The person accused will be given the opportunity to present facts and/or evidence that supports his/her response. The representative or designee will also discuss the non-retaliation provision of the Sexual Harassment policy with the accused person.

Step 4 – The representative or designee will complete its investigation which may include but is not limited to the following: interviewing witnesses to the alleged harassment; interviewing witnesses/individuals who may have relevant information regarding the alleged harassment; reinterviewing witnesses/individuals; and using all investigative methods available to determine what action should be taken, if any. Only those details that are absolutely necessary to be discussed will be

revealed to witnesses during interviews. Confidentiality will be maintained as much as possible throughout the investigation.

Step 5– If the results of the investigation support that disciplinary action is warranted, the representative or designee will meet with the alleged harasser’s supervisor(if a College employee), discuss the results of the investigation, and recommend the appropriate disciplinary action. If the alleged harasser is a vendor, appropriate notice and action will be taken with the vendor firm. If the alleged harasser is a student, action will be taken under the Student Code of Conduct framework and procedures. The representative or designee will notify the Complainant of the net results of the investigation.

Step 6 – If the results of the investigation support that disciplinary action is not warranted, or if the results of the investigation are inconclusive, both the complainant and the person accused will be notified accordingly by the representative or designee of the appropriate office.
