

Employee Discrimination and Harassment Information and Complaint Procedures

Employee Contact: Crandall Collins, HR Employee Relations Manager and Employee Deputy

Title IX Coordinator: (847) 543-2217 e-mail – Ccollins@clcillinois.edu

Student Contact: Teresa Aguinaldo, Dean of Student Life and Title IX Coordinator

(847) 543-2288 e-mail – Taguinaldo@clcillinois.edu

CLC Hotline

For your convenience, you may also submit a report through our anonymous CLC Hotline listed below. For the most thorough investigation, it is always recommended to provide as much information as possible or contact Human Resources directly.

Website: www.lighthouse-services.com/clcillinois

Telephone: English speaking USA and Canada: 844-440-0069 (not available from Mexico)

Unlawful discrimination and harassment at the College of Lake County is prohibited. Each employee and student is valued and requires an atmosphere free from any behavior that may inhibit the success of the individual or the College as a whole. Employees are to avoid any behavior that may be interpreted as discrimination or harassment.

DEFINITIONS

A. **Discrimination** is adverse treatment of any employee based on the protected class or category of persons to whom he/she belongs (e.g., race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ancestry, ethnicity, disability, veteran or military status, sex, pregnancy, sexual orientation, gender identity, genetic information, gender identity, marital status or citizenship status, arrest record), rather than on the basis of his/her individual merit, with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, tenure, disciplining, scheduling, training, or deciding how to compensate that employee.

B. **Harassment** is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, an employee because of his/her membership in any protected group or on any other prohibited basis (e.g., race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ancestry, ethnicity, disability, veteran or military status, sex, pregnancy, sexual orientation, gender identity, genetic information, gender identity, marital status or citizenship status, arrest record). The harasser can be the employee's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the College, such as a contractor, vendor, or customer.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, degrading or ridiculing another person or group;
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols;
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands;
- Physical assault or stalking;
- Displays or electronic transmission of derogatory, demeaning or hostile materials; and
- Unwillingness to train, evaluate, assist, or work with an employee.

How to file a complaint:

1. To file a complaint for discrimination or harassment, the employee should contact their manager immediately and provide the details of the complaint. The details should include as much as possible in regard to what happened, who was involved, who else had knowledge of the incident, the date and time it took place, location and any potential background or motive. If the employee is not comfortable with discussing the incident with the immediate supervisor, the next higher manager or the Human Resource Employee Relations Manager may be contacted. Managers must also ensure that Human Resources is informed.
2. If the employee is feeling threatened, efforts must be made immediately by the manager and Human Resources to ensure the employee's safety.
3. Investigation will be assigned appropriately and will begin as soon as possible.
4. The employee will be informed by Human Resources when an investigation has begun. This will include the accuser, the accused, and anyone else that may have knowledge of the incident. Intentionally providing false information or concealing information that may be relevant to the investigation may result in disciplinary actions up to and including termination. Once the investigation is complete, the accuser and the accused will be notified by Human Resources about the final outcome.

Retaliation:

Retaliation in any form is strictly prohibited by the College of Lake County according to Policy 966. "An employee who is in good faith, reports a suspected violation of law or College policy shall not suffer harassment, retaliation or adverse employment consequence from other employees or the college. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. Any employee who believes that he/she has been retaliated against after making a good faith report may report this alleged retaliation to the Executive Director of Human Resources or Campus Police Chief."

Confidentiality:

While complete confidentiality cannot be guaranteed during the course of an investigation, every effort will be made to be as discreet as possible and information will be shared on a need to know basis. It is understood that this is a very sensitive for all parties and the investigation will be handle in that manner.

The next page lists practices that are prohibited under Federal and State law

Discriminatory Practices

What Discriminatory Practices Are Prohibited by These Laws? Under Title VII, the ADA, GINA, ADEA, Title IX, OSHA, Workers Compensation, Section 504, Illinois Human Rights Act, and others, it is illegal to discriminate in any aspect of employment, including:

- hiring and firing;
- compensation, assignment, or classification of employees;
- transfer, tenure, promotion, layoff, or recall;
- job advertisements;
- recruitment;
- testing;
- use of company facilities;
- training and apprenticeship programs;
- fringe benefits;

- pay, retirement plans, and disability leave; or other terms and conditions of employment.

Discriminatory practices under these laws also include:

- harassment on the basis of race, color, religion, sex, national origin, disability, genetic information, or age;
- retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
- employment decisions based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities, or based on myths or assumptions about an individual's genetic information; and
- denying employment opportunities to a person because of marriage to, or association with, an individual of a particular race, religion, national origin, or an individual with a disability. Title VII also prohibits discrimination because of participation in schools or places of worship associated with a particular racial, ethnic, or religious group.