



A Member of the Connecticut Community-Technical College System – An Equal Opportunity Employer
INTEROFFICE MEMORANDUM

Date: September 2017

TO: All College Employees

FROM: Wilfredo Nieves, President 

SUBJECT: **Sexual Harassment Policy**

It is the policy of Capital Community College to ensure an environment free of discrimination or forms of harassment that unreasonably interfere with the security, well-being or academic experience of any member of the college community. Sexual harassment on our campus is unlawful, as well as unethical, and will not be tolerated.

Sexual Harassment is prohibited by state and Federal law.

- Both Title VII of the Civil Rights Act and Connecticut General Statute 46a-60(a)(8) prohibit sexual harassment in the workplace,
- Title IX of the Education Amendment prohibits sex discrimination including sexual harassment with regard to educational programs and activities (applies most frequently to students)

In employment, Sexual Harassment is defined as: “any unwelcome sexual advances or requests for sexual favor or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

In looking at the broader campus community, also prohibited is behavior of a sexual nature that creates a hostile environment for others including faculty, staff, and students. While it is not possible to list all circumstances that constitute sexual harassment the following are some examples of conduct that may constitute sexual harassment depending upon the totality of the circumstance, including the severity of the conduct and its pervasiveness.

- Inappropriate sexual comments
- Telling sexual or sex-based inappropriate jokes

- Sending unwanted suggestive letters, notes or e-mails
 - Requesting sexual favors, making sexual innuendos or repeatedly asking someone out
 - Inquiring about someone's sexual history or sexual orientation
 - Inappropriate and unwanted touching of a person and or their clothing
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- Requests for sexual favors in exchange for promised benefits such as higher grades, favorable reviews and recommendations.

Capital Community College has a grievance procedure for any individual who feels that they have been discriminated against or have been subjected to sexual harassment.

Individuals who believe that they have been subjected to sexual harassment are encouraged to file a formal complaint with the college's Affirmative Action Officer through the established discrimination complaint procedure. The college will not tolerate any retaliatory behavior targeted towards individuals utilizing this grievance process.

The College's Affirmative Action Officers contact information is as follows.

Rita Kelley
Affirmative Action Officer
950 Main Street
Hartford, CT 06103
Telephone: (860) 906-5133

If you have supervisory responsibilities as do academic chairs and managers and possible harassment or other violations of this policy are reported to you, you are advised to immediately notify Rita Kelley or Josephine Agnello-Veley (Director of Human Resources 860-906-5002).

If you are a faculty member who receives information from a person who believes that she or he is being or has been sexually harassed, your obligation is also to report this behavior.

If an individual has any questions regarding this policy or would like additional information regarding sexual harassment prevention, please contact Rita Kelley.