



THE *Community's College*

Non-Harassment Policy Acknowledgement and Receipt

It is EICC's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age (40 and over), sex, or gender (including pregnancy, childbirth, lactation, or related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, veteran status, uniformed servicemember status, physical or mental disability, genetic information (including testing and characteristics), or any other status protected by applicable federal, state, or local laws and ordinances. EICC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The purpose of this policy is not to regulate our employees' morality but to ensure that in the workplace, no one harasses another individual.

If an employee feels that they have been subjected to conduct which violates this policy, they should immediately report the matter to Human Resources. If the employee is unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact a Senior Leadership Team member.

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

In addition, the college will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee feels they have been subjected to any such retaliation, they should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

My signature hereon confirms my voluntary agreement to this provision and further confirms that I have read and understood the contents of this policy.

Employee Signature

Date

Employee Name (Print or Type)