

# SEXUAL HARASSMENT

Summary of LACCD Administrative Regulation C-14 (<https://www.laccd.edu/About/Pages/Admin-Regs.aspx>)

**SEXUAL HARASSMENT** means unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or the educational setting.

## **SEXUAL HARASSMENT INCLUDES**

1. Making unwanted written, verbal, physical, and/or visual contacts with sexual overtones.
2. Continuing to express sexual interest after being informed that the interest is unwelcome.
3. Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior.
4. Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
5. Engaging in explicit or implicit coercive sexual behavior within the educational environment which is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
6. Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.
7. Awarding educational or employment benefits such as grades or duties or shifts, recommendations, reclassifications, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.

## **WHAT YOU CAN DO**

- **Don't ignore it!**  
Ignoring Sexual Harassment and/or simply hoping it will not be repeated is the most common reaction, yet the least effective way to deal with such incidents.
- **Tell the offender.**  
Problems may stop once an offender realizes their conduct is unacceptable and/or unwelcome. If you feel comfortable, let them know that you don't like being treated this way and will report them if the behavior does not stop.
- **Create a record.**  
As soon as possible after an incident occurs, write a description of what happened, including the date, time, contact information of any and all witnesses, and exact nature of the incident. Save emails, photos, and anything else that may support your allegations.
- **Contact a Title IX Coordinator.**  
Title IX Coordinators are available to discuss possible incidents of Sexual Harassment and potential courses of action in confidence.
- **Contact the Office for Diversity, Equity, & Inclusion.**  
Report Sexual Harassment directly to the Office for Diversity, Equity, and Inclusion and/or submit an LACCD Unlawful Discrimination Complaint form to initiate an investigation by a Compliance Officer.

## **YOU HAVE THE RIGHT**

- To work and study in an atmosphere free of harassment and discrimination.
- To be judged by the same criteria as all others, not by standards that are different in any way.
- To complain about harassment and/or discrimination without retaliation.

## **TIMELINE**

- A Complaint in cases involving Sexual Misconduct, including Sexual Harassment and/or Sexual Assault, must be filed within 180 Days of the date of the most recent alleged incident.
- A Complaint in cases not involving Sexual Misconduct must be filed no later than one year from the date when the Reporting Individual and/or Alleged Victim knew or reasonably should have known of the facts underlying the Complaint.

*Any member of the college community who believes or perceives they have experienced conduct related to LACCD that may constitute Prohibited Discrimination, Unlawful Harassment, and/or Sexual Misconduct has the right to seek assistance and/or file a Complaint.*

*Everyone has the responsibility to report such conduct. Employees, students or other persons acting on behalf of the District who engage in Prohibited Discrimination as defined in LACCD policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.*

## ***Office for Diversity, Equity, and Inclusion***

LACCD's Regulations and Complaint form may be obtained from [www.laccd.edu](http://www.laccd.edu) or by contacting the Office for Diversity, Equity, and Inclusion at (213) 891-2317 or [diversity-programs@email.laccd.edu](mailto:diversity-programs@email.laccd.edu).

