

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

**SUBJECT AREA: Personnel Policies and Procedures**

**POLICY/PROCEDURE: Racial Harassment**

**DATE: Jul7 25, 2000**

**NUMBER: 2.36B**

**REVISION(S):**

**Policy**

The Board of Trustees of Ouachita Technical College seeks to provide a positive, wholesome working and learning environment for all College employees and students that is fair, humane, and responsive. OTC wishes to maintain an environment that supports and rewards career and educational goals on the basis of such relevant factors as ability and work performance. (See **COPP 2.30**) One type of behavior that can seriously affect the working and learning environment is racial harassment. The Board assumes an affirmative posture in preventing and eliminating racial harassment in any and all forms. Above all else, racial harassment **shall not be tolerated**.

Racial bias or harassment is a form of race discrimination in violation of Federal law and OTC policy. OTC is committed to assuring equal opportunity and to opposing discrimination because of race, sex, sexual orientation, age, religion, national origin, disability, or veteran's status. Faculty, staff, and students should be aware that violation of this policy could lead to disciplinary action.

**Prevention of Racial Bias or Harassment**

Prevention and education are the best tools for the elimination of racial bias and harassment. OTC is committed to taking all steps necessary to prevent racial bias and harassment, including offering programs such as race awareness seminars designed to make individuals aware of the nature of racial bias and to gain new perspectives on racial and cultural diversity.

**Informal Mediation Procedure**

If an employee, student, or faculty member believes he/she is a victim of racial bias or harassment, the person may consult with their immediate supervisor, the Counseling Center, or the EEO/AA Officer. Such discussions should be resolved professionally and confidentially in the least disruptive, most informal manner possible. Every effort will be made to allow alleged offenders and victims an opportunity to resolve their difficulties informally. No formal action on the alleged charge will be taken unless initiated by the complainant.

Should informal discussions fail to resolve the matter, the Affirmative Action Officer will initiate a formal investigation of the complaint immediately, assuring maximum confidentiality consistent with the principles of due process and fundamental fairness as follows:

- A. The complaint must be in writing with sufficient specificity.
- B. An individual bringing a complaint founded in good faith will suffer no retaliation.

C. The person charged will be promptly notified and given an opportunity to respond.

**Racial Harassment of a Student** - Any student who believes that he or she is a victim of racial harassment by a faculty member, counselor, staff member, or other student shall report the situation to the Vice President and Provost (VP/P). The VP/P shall investigate the situation and report his or her findings to the President within ten (10) days of the complaint.

**Disciplinary Action** - If an employee of the College commits racial harassment of either a student or other employee, that employee shall be subject to administrative discipline that may include reprimand, suspension, and/or dismissal. Disciplined employees have due process rights and may follow grievance procedures outlined in **COPP 2.32**. If a student of the College is found to have committed racial harassment of either an OTC employee or other OTC student, that student shall be subject to disciplinary action that may include suspension or dismissal from the College. Students have due process rights and may follow grievance procedures outlined in **COPP 5.50**.

**False and Malicious Accusations** – Members of the College community who make false and malicious complaints of racial harassment, as opposed to complaints that, even if erroneous, are made in good faith, will be subject to disciplinary action.

AUTHENTICATION (Signature):		COPP
_____	7/25/00	
President	(Date)	<b>2.36B</b>