Illinois Eastern Community Colleges (IECC) is committed to maintaining a fair and respectful environment for work and study. To that end, and in accordance with federal and state law and Board of Trustees’ policy, IECC prohibits any member of the faculty, staff, administration, or student body, regardless of the sex of the other party, from sexually harassing any other member of the IECC community. Violation of this policy shall be considered grounds for disciplinary action up to and including discharge or expulsion.

**Defining Sexual Harassment**

Sexual harassment means any unwelcome conduct of a sexual nature that is sufficiently persistent or offensive to unreasonably interfere with an employee’s job performance, a student’s educational performance, and/or creates an intimidating, hostile or offensive working or educational environment. Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; (2) submission to or rejection of such conduct by an individual is used as a basis for employment or education decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under Title VII of the Civil Rights Act of 1964, there are two types of sexual harassment: (1) quid pro quo and (2) hostile work or learning environment. Sexual harassment can be physical or psychological in nature. A combination of a series of incidents can constitute sexual harassment even if one of the incidents considered on its own would not be harassing.

**Examples of Sexual Harassment**

Though sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include the following:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee or student’s body or poking another employee or student’s body.

- Unwelcome sexual advances, propositions or other sexual comments, such as sexually oriented gestures, noises, remarks, jokes or comments about a person’s sexuality or sexual experience.

- Preferential treatment or promises of preferential treatment to an employee or student for submitting to sexual conduct, including soliciting or attempting to solicit an employee or student to engage in sexual activity for compensation or reward.

- Subjecting, or threats of subjecting, an employee or student to unwelcome sexual attention or conduct or intentionally making the employee’s job performance or student’s educational performance more difficult because of that employee or student’s sex.
Sexual harassment also includes, but is not limited to, occurrences where a student, District employee or representative, either explicitly or implicitly, treats submission to or rejection of sexual conduct as a condition for determining:

1. whether a student will be admitted to a college, or a person will be employed by the District;
2. the educational or work performance required or expected;
3. the attendance or assignment requirements applicable to a student or employee;
4. to what courses, fields of study or programs, including honors, a student will be admitted;
5. what placement or course proficiency requirements are applicable to a student and professional advancement opportunities are available to an employee;
6. the quality of instruction a student will receive;
7. what tuition or fee requirements are applicable to a student;
8. what scholarship opportunities are available to the student;
9. what extracurricular teams a student will be a member of or in what extracurricular competitions a student may participate;
10. any grade a student will receive in any examination or in any course or program of instruction in which a student is enrolled;
11. any performance evaluation, promotion or other employment benefit an employee may receive;
12. the progress of the student toward successful completion of or graduation from any course or program of instruction in which the student is enrolled; or,
13. what degree, if any, the student will receive.

Sexual harassment between students, neither of whom is employed by IECC, should be reported to the appropriate investigators.

The Chief Executive Officer has designated a minimum of two persons to hear and investigate cases of alleged sexual harassment (See Appendix A.). A student or staff member who believes that he/she has been the victim of sexual harassment should immediately report such conduct to one of these designated persons and complete the Sexual Harassment allegation form. An appropriate investigation of each complaint received will be conducted.

### Responsible Administrators

a. **Sexual Harassment Investigators**

   The Sexual Harassment Investigators are the individual’s designated by the Chief Executive Officer to investigate reports and complaints of sexual harassment in accordance with IECC policy and procedure.

b. **Presidents**

   The Presidents are the individuals designated to review investigative reports of sexual harassment at the colleges and to determine the appropriate action for IECC to take based on the findings. If the allegation is against the President, the report will be submitted to the Chief Executive Officer.
c. Chief Executive Officer
   The Chief Executive Officer will review reports of sexual harassment at the District level. If the
   allegation is against the Chief Executive Officer, the report will be submitted to the Chair of the
   Board of Trustees.

d. Deans/Associate Deans/Directors/Supervisory Personnel
   All supervisory personnel are responsible for ensuring compliance with IECC’s Sexual
   Harassment Policy and appropriate procedures.

   Investigations will be initiated within one working day of receiving the complaint. The investigator will
   schedule a conference within five working days from the date of receipt of the complaint. Complainants
   may choose to be accompanied by a co-worker, another student, or other individual or their choice when
   attending meetings to discuss the allegations. Every reasonable effort will be made to determine the facts
   pertinent to the allegations. The investigator will submit a written report to the College President, including
   a recommendation for appropriate disciplinary action where deemed necessary. If the allegation is
   against the President, the report will be submitted to the Chief Executive Officer. At the District level, the
   report will be submitted to the Chief Executive Officer. If the allegation is against the Chief Executive
   Officer, the report will be submitted to the Chair of the Board of Trustees.

   If the complaint can be resolved to the satisfaction of all parties, the matter will be considered closed,
   subject to re-opening upon further complaint or additional information.

   If the complainant is dissatisfied with the decision of the President, he/she may appeal to the Chief
   Executive Officer. A written response shall be provided within five working days of receipt of the appeal.
   Then, if dissatisfied, the complainant may appeal to the Chair of the Board of Trustees. The Chair of the
   Board will provide the complainant with a written response within five working days of receipt of the
   appeal. The Chair of the Board of Trustees shall have final appeal authority.

   In cases of recurrent complaints, or in cases of flagrant unlawful behavior, immediate action may be taken
   by the President and/or Chief Executive Officer.

   The administration will take all necessary steps to protect the rights of both complainant and alleged
   harasser.

   Any employee found to have committed sexual harassment while participating in an Illinois Eastern
   sponsored program or service will be subject to disciplinary action up to and including discharge. Any
   student found to have committed sexual harassment while participating in an Illinois Eastern sponsored
   program or service will be subject to disciplinary action up to and including expulsion.

   Those who feel they have been sexually harassed or discriminated against may seek assistance from the
   Illinois Department of Human Rights. The Department of Human Rights is a state agency which will
   investigate the charge without cost to the individual. If the Department of Human Rights determines that
   there is evidence of harassment or discrimination, it will attempt to conciliate the matter or it will file a
   complaint on behalf of the individual with the Illinois Human Rights Commission. The Human Rights
   Commission will hear the complaint pursuant to its rules and procedures. The agencies may be contacted
   at the following addresses:

   Illinois Department of Human Rights
   James R. Thompson Center
   100 W. Randolph Street, 10th Floor
   Chicago, Illinois 60601
   Telephone (312) 814-6245
   Telephone TTY (866) 740-3953

   Illinois Human Rights Commission
   James R. Thompson Center
   100 W. Randolph, Suite 5-100
   Chicago, Illinois 60601
   Telephone (312) 814-6269
Persons found to have retaliated or discriminated against an employee or student for complaining about sexual harassment or for initiating or assisting with a claim of sexual harassment will be subject to appropriate disciplinary action.

The rights to confidentiality, both of the complainant and of the alleged harasser, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, up to and including discharge or expulsion.
Appendix A

The following have been appointed by the Chief Executive Officer to receive and investigate allegations of sexual harassment:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact Person 1</th>
<th>Contact Person 2</th>
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<tbody>
<tr>
<td><strong>Frontier Community College</strong></td>
<td>Megan Black</td>
<td>Eric Resor</td>
</tr>
<tr>
<td>2 Frontier Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairfield, IL 62837</td>
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<td></td>
</tr>
<tr>
<td>Phone: (618) 842-3711</td>
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<tr>
<td><strong>Lincoln Trail College</strong></td>
<td>Vicky Bonelli</td>
<td>Travis Matthews</td>
</tr>
<tr>
<td>11220 State Highway 1</td>
<td></td>
<td></td>
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<tr>
<td>Robinson, IL 62454</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (618) 544-8657</td>
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</tr>
<tr>
<td><strong>Olney Central College</strong></td>
<td>Doug Shipman</td>
<td>Deanna Ratts</td>
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<tr>
<td>305 North West Street</td>
<td></td>
<td></td>
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<tr>
<td>Olney, IL 62450</td>
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<td></td>
</tr>
<tr>
<td>Phone: (618) 395-7777</td>
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<tr>
<td><strong>Wabash Valley College</strong></td>
<td>John Day</td>
<td>Tiffany Cowger</td>
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<tr>
<td>2200 College Drive</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt. Carmel, IL 62863</td>
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<td></td>
</tr>
<tr>
<td>Phone: (618) 262-8641</td>
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<tr>
<td><strong>Workforce Education</strong></td>
<td>Laurel Taylor</td>
<td>Kim Underwood</td>
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<tr>
<td>John A. Logan College</td>
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<td></td>
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<tr>
<td>Carterville, IL 62918</td>
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</tr>
<tr>
<td>Phone: (618) 985-3741</td>
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<tr>
<td><strong>District Office</strong></td>
<td>Alex Cline</td>
<td>Bonnie Chaplin</td>
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<tr>
<td>233 East Chestnut Street</td>
<td></td>
<td></td>
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<tr>
<td>Olney, IL 62450</td>
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</tr>
<tr>
<td>Phone: (618) 393-2982</td>
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The Chief Executive Officer shall update Appendix A as necessary.