

DISTRICT POLICIES & REGULATIONS

The following resources provide information about the district's Board Policies ("BP") and Administrative Regulations ("AR") on unlawful discrimination and sexual harassment:

- BP 3120 - EEOC & Nondiscrimination in Employment
- BP 3121- Diversity
- BP 3122 – Sexual Misconduct
- BP 3123 - Sexual Harassment
- BP 3124 –Workplace & Campus Violence
- AR 3120-EEO & Discrimination Complaint Procedure
- AR 3121-Sexual Harassment Prevention
- AR 3122–Sexual Misconduct

CALIFORNIA TITLE 5 REGULATIONS,

§59300 et seq., establishes the procedures for handling unlawful discrimination complaints within the California Community College system; more information can be found at: <http://bit.ly/1MtXv1K>

To file a complaint regarding unlawful discrimination and/or sexual harassment, you may file an [Unlawful Discrimination Complaint Form](#) with the SMC Office of Human Resources or contact the following:

- California Community Colleges' Chancellor's Office, Legal Division: <http://extranet.cccco.edu/Divisions/Legal.aspx>
- Department of Fair Employment & Housing: <http://www.dfeh.ca.gov/>
- U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov/>
- OCR-Office for Civil Rights, US Dept. of Educ. <http://www2.ed.gov/about/offices/list/ocr/index.html>



Santa Monica College is committed to building an inclusive and diverse community. Members of the SMC community are its faculty, staff, students, and volunteers, as well as customers and visitors to SMC. Everyone at Santa Monica College has the right to experience an environment free from discrimination and harassment. SMC prohibits unlawful discrimination and harassment in any of its programs, services and activities, and will not tolerate such behavior.

WHO CAN I TALK TO?

Concerns regarding unlawful discrimination and/or sexual harassment may be brought to the attention of any dean, faculty member, department chair, manager, supervisor, or other individual with supervisory or administrative responsibility. Any such individual who receives a complaint shall report the allegation to the Office of Human Resources.

FOR MORE INFORMATION, CONTACT:

- Tre'Shawn Hall-Baker, Director
310-434-4170; hallbaker_treshawn@smc.edu
- Lisa Winter, Compliance Administrator. Title IX Coordinator, 310-434 4225 winter_lisa@smc.edu

SMC CONFIDENTIAL RESOURCES

FOR STUDENTS

- Ombuds Office
Letters & Science, #124; 310-434-3986;
ombuds@smc.edu;
- Psychological Services
Liberal Arts Building, #110; 310-434-4503
- Student Health Services
Health Center; 310-434-4262
- More information is available at <http://bit.ly/smc-hr-student-info>

FOR EMPLOYEES

- Employee Assistance Service for Education Program (EASE) 800-882-1341

COMMUNITY RESOURCES

- City of Santa Monica Social Services
310-458-8701
- Didi Hirsh Counseling Center (Los Angeles):
323-933-7400 or 310-395-9931
- Rape Treatment Center in Santa Monica
UCLA Medical Center, 1250 16th Street
Santa Monica, CA 90404 310-319-4000
- Sojourn Services for Battered Women and Their Children 310-264-6644 (Crisis Hotline)
- Santa Monica Police Department
310-395-9931

**FOR IMMEDIATE SAFETY OR CRIME
RELATED CONCERNS, PLEASE CONTACT:**

SMC CAMPUS POLICE

310-434-4300

**IF YOU ARE EXPERIENCING AN
EMERGENCY—DIAL 911**

Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

For questions or assistance, contact:

Office of Human Resources

Tel: 310.434.4415

Hours: M-F 8:00am—5:00pm

www.smc.edu

Revised 03.22.2016

Unlawful Discrimination



Sexual Harassment

Unlawful discrimination and sexual harassment are not tolerated at Santa Monica College.

Equal Employment Opportunity Employer

KNOW YOUR RIGHTS



Empowerment



PROTECTION UNDER THE LAW

WHAT IS UNLAWFUL DISCRIMINATION & HARASSMENT?

Unlawful discrimination is conduct that denies or limits a person’s full and equal access to participate in, or benefit from education and/or employment programs, services or activities because of decisions made on the basis of that person’s protected status(es). Unlawful harassment is a form of discrimination; it is unwelcome conduct that is based on the statuses noted below.

PROTECTED STATUS IS A LEGALLY DEFINED TERM.

The following are protected status(es):

- | | |
|---|---|
| Age (40 and over) | Medical Condition (Cancer, Genetic Information) |
| Ancestry | Military and Veteran Status |
| Assoc. w/ a member of a Protected Class | National Origin |
| Color | Pregnancy (Childbirth, Breastfeeding) |
| Denial of Family & Medical Care Leave | Race |
| Disability-Mental & Physical | Religion (Dress & Religious Practices) |
| Ethnic Background | Retaliation |
| Gender, Gender Identity & Expression | Sex |
| Harassment | Sexual Orientation |
| Marital Status | |

WHAT ARE SOME EXAMPLES OF UNLAWFUL DISCRIMINATION & SEXUAL HARASSMENT?



Examples of conduct that might constitute unlawful discrimination include:

- Using racial epithets
- Pictures or graphics that are derogatory to an ethnic or religious group
- Teasing a person because of his/her sexual orientation
- Refusing to provide reasonable accommodation to a person with a disability to ensure he/she has an equal opportunity to programs and activities
- Firing a female employee because she is pregnant
- Denying a transgender person access to a restroom based on their identified gender

Examples of conduct that might constitute unlawful sexual harassment include:

- Repeatedly asking someone out on a date
- Touching, or caressing in a sexual suggestive manner
- Displaying or distributing pornographic materials
- Telling offensive dirty jokes
- Frequent teasing about a person’s body
- Sending texts or emails of a sexual nature
- Demanding sexual favors in return for a good grade or promotion

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is a form of unlawful sex discrimination. It is unwelcome, unwanted verbal, non-verbal, visual, or physical conduct of a sexual nature. It includes sexual advances and requests for sexual favors that is severe (only needs to happen once) or pervasive (happens more than once) creating an intimidating, hostile or offensive learning and work environment. The behavior results in adverse learning conditions for students or adverse employment conditions for employees. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. Sexual harassment is about power. Both male and females can be victims and perpetrators of sexual harassment, and the harasser and the victim can be of the same sex.

IF YOU WANT TO FILE A CLAIM...

If you become a victim of discrimination or sexual harassment, you have the right to file an Unlawful Discrimination Complaint form with the SMC Office of Human Resources.

Anyone who reports discrimination or harassment or participates in an investigation may do so without fear of retaliation.



"Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect."

Santa Monica College EEO Plan, Sept. 2014