



Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial & Administrative Services

Source/Reference: [TBR Policy 5:01:02:00](#); [TBR Policy 6:01:00:00](#); [TBR Policy 6:02:00:00](#);
[TBR Policy 6:03:00:00](#); [TBR Guideline P-080](#)

PURPOSE

To provide a work and college environment conducive to the performance of job duties and learning activities free from intimidation or coercion in any form.

POLICY

I. General

Columbia State will adhere to [TBR Policy 5:01:02:00](#), [TBR Policy 6:01:00:00](#), [TBR Policy 6:02:00:00](#), [TBR Policy 6:03:00:00](#), and [TBR Guideline P-080](#) relative to sexual, racial or other forms of harassment. The TBR policies and guideline are incorporated into this policy by reference herein.

[TBR Policy 5:01:02:00 Equal Employment Opportunity & Affirmative Action](#)
[TBR Policy 6:01:00:00 Sex Discrimination, Sexual Harassment or Sexual Misconduct](#)
[TBR Policy 6:02:00:00 Sex Discrimination and Sexual Harassment](#)
[TBR Policy 6:03:00:00 Sexual Misconduct](#)
[TBR Guideline P-080 Discrimination & Harassment - Complaint & Investigation Procedure](#)

II. Designation of Officer Responsible for Assuring Compliance

The director of human resources is hereby designated as the individual responsible for assuring compliance with this policy, TBR policy and guidelines, and federal law relative to harassment.

III. Responsibility of Employees and Students

- A. All employees and students are responsible for taking reasonable and necessary action to discourage and prevent sexual, racial or other forms of harassment, and are required to promptly report such conduct that could be in violation of TBR and Columbia State policies and guidelines. This reporting should occur at the time information concerning a complaint is received formally or informally.
- B. All employees, including part-time faculty, are required to complete the Title VI and Title IX on-line training programs annually along with any associated assessments.
 1. New employees will complete the on-line training courses within 30 calendar days of initial hire and return a signed acknowledgement to the Human Resources Office.
 2. Current employees will complete the on-line training courses annually.

- C. All incoming freshmen are required to participate in the on-line student training so that they will be aware of what constitutes consent, sexual harassment, sexual misconduct, and the procedures for reporting violations of this policy.

PROCEDURES

I. Filing Complaints (See Appendix A for names and contact information)

A. Employees

All complaints, whether oral or written, shall be presented to:

Director of Human Resources/Title IX Coordinator, 1665 Hampshire Pike, Pryor Administration Bldg., Rm 108, Columbia, TN 38401, (931) 540-2521

B. Students

Institutional complaints shall be presented to:

Vice President of Student Affairs/Deputy Title IX Coordinator, 1665 Hampshire Pike, Jones Student Center, Rm 146, Columbia, TN 38401, (931) 540-2762

Students who wish to report confidentially, may report to the following person who is a licensed counselor:

Director of Student Success Counseling, 1665 Hampshire Pike, Jones Student Center, Rm 157, Columbia, TN 38401, (931) 540-2572

II. Investigation of Complaints

The director of human resources and/or vice president of student affairs will investigate and submit reports regarding all complaints, in accordance with [TBR Guideline P-080](#) or [Columbia State Policy No. 06:07:00](#), whichever is appropriate.

III. Completing Training Courses

On-line training courses may be accessed as follows:

A. Employees (including part-time faculty) - Title VI

1. Human Resources will notify employees annually of the availability of the training, instructions and deadline for completion. The associate vice president of faculty, curriculum and programs, or designee, will notify part-time faculty.
2. The training is available through Online Campus which is accessed by logging in to myChargerNet through the Columbia State website.

3. The training program Non-Discrimination/Harassment appears in the My Courses section of Online Campus.
4. A passing score is required on the post-training assessment in order for training to be considered complete.
5. The director of human resources is responsible for maintaining training records for regular employees.
6. The associate vice president of faculty, curriculum and programs is responsible for maintaining training records for part-time faculty.

B. Employees (including part-time faculty) - Title IX

1. The training is available through a link provided annually to all employees and to all new hires during orientation by Human Resources.
2. The Faculty, Curriculum and Programs Office will provide the link to part-time faculty.
3. A passing score is required on the post-training assessment in order for training to be considered complete.
4. The director of human resources is responsible for maintaining training records for regular employees.
5. The associate vice president of faculty, curriculum and programs is responsible for maintaining training records for part-time faculty.

C. Students

1. Training has been incorporated into the college success course which is required for first-time freshmen.
2. The vice president of student affairs is responsible for maintaining the student training records.

February 5, 1993; Revised: September 26, 1997 (title changes only); January 9, 2003 (new policy format); December 2, 2003 (added new information regarding sexual harassment training to Section III of the policy as III.B. and III.C. and to the procedures as Section IV); October 27, 2005 (revised statements regarding accessing training program on Columbia State's web site); January 28, 2010 Changed verbiage to reflect changing "Sexual Harassment Training" to "Workplace Harassment Training;" Updated links to TBR policies and TBR guidelines); September 27, 2011(new policy format and updated titles); February 29, 2016 (updated references and links to TBR policy; updated information regarding training programs and reporting for students); September 14, 2016 (added reference to TBR Policy 6:03:00:00 and met accessibility standards)