The Technical College of the Lowcountry is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, the College will not tolerate harassment of its employees by anyone, including any supervisor, co-worker, vendor, client, or its students.

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person’s sex, color, race, religion, national origin, age, disability, or other protected status. The College will not tolerate harassing conduct that affects the tangible job benefits, that interferes unreasonably with the individual’s work performance, or that creates an intimidating, hostile, or offensive work environment.

Sexual harassment deserves particular clarification. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex
constitutes sexual harassment when: (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of four or obscene printed or visual material, and such physical contact as patting, pinching, rubbing, or intentionally brushing against another’s body.

All employees are responsible for helping to eliminate harassment. If any employee feels that he or she has experienced or witnessed harassment, he or she should immediately notify his or her supervisor, the Human Resource Manager, or any other official. Any employee who feels that he or she is the victim of harassment shall have the right to seek an investigation or to file a grievance.

Harassment complaints will be investigated as promptly and thoroughly as possible. The Human Resource Manager will normally conduct the investigation, but in certain circumstances, another impartial investigator may be designated. If the investigation reveals that the complaint is valid and that harassment has occurred, the College will take immediate appropriate action to stop the harassment and prevent it from occurring in the future. The Technical College of the Lowcountry strictly prohibits retaliation against anyone for reporting harassment in good faith or otherwise participating in an investigation of harassment.

Because of the sensitive and private nature of most harassment incidents and the emotional and morale complexities surrounding such issues, every effort will be made to resolve such problems on an informational basis if possible; however, there are various avenues for pursuing relief.

The Personnel Office will provide the information necessary for the employee to pursue the course of action most appropriate for the situation.