

RACIAL, RELIGIOUS AND ETHNIC HARASSMENT AND INTIMIDATION PREVENTION

Overview:

In accordance with Policy 3358-1-11 Racial and Ethnic Harassment and Intimidation Prevention, below are the steps to take for accepting and investigating complaints of racial, religious, or ethnic harassment or intimidation.

Procedure:

I. Submission of Complaints:

Students, faculty, and staff can submit complaints in person to the following offices:

- a. Department of Public Safety, Room 165
- b. Human Resources, Room 136
- c. Student Affairs, Room 160

Or by submitting the online complaint form found at the link below:

- a. [Student Online Complaint Form](#)

An anonymous reporting option is available at www.edisonohio.ethicspoint.com.

Complaints should include a descriptive statement of the incident, names of the individuals or departments/offices involved, date and location of the incident, and any other relevant details. While anonymous reports are accepted, providing detailed information helps ensure a thorough investigation.

II. Investigation Process:

- a. Upon receipt of a complaint, the College will initiate a thorough investigation within ten (10) calendar days, unless it is determined there is extenuating circumstances requiring additional time. The investigation will be conducted by a designated team, including representatives from Human Resources and Public Safety.
- b. The investigation will involve, as possible, interviews with the complainant(s), the accused, and any relevant witnesses. The College will maintain a balance between confidentiality and transparency, providing as much information about the process and outcome as possible while respecting legally required confidentiality.

III. Disciplinary Actions:

- a. Based on the findings of the investigation, the College may impose disciplinary actions, consistent with the Student Code of Conduct (students), found in the Student Handbook, and Policy 3358-3-10 Code of Conduct and Disciplinary Action (employees), found in the Employee Policy Manual, which could include, but are not limited to, warnings, mandatory training, suspension, or expulsion for students; and warnings, mandatory training, suspension, or termination for employees.

IV. Communication of Findings:

- a. At the conclusion of the investigation, written communication will be provided to the complainant(s) and the individual(s) or organization(s) against whom the complaint was made. This communication will outline the findings of the investigation and any disciplinary actions taken, if applicable.
- b. Regardless of the outcome, educational information about Edison State's policy against racial, religious and ethnic harassment and intimidation will be provided to all involved parties.

Related Policies or Procedures:

[Policy 3358-1-11 Racial, Religious and Ethnic Harassment and Intimidation Prevention](#) (found in the employee policy manual)

[Student Code of Conduct](#) (found in the Student Handbook)

[Policy 3358-3-10 Code of Conduct and Disciplinary Action](#) (found in the employee policy manual)