Nondiscrimination & Harassment Policies
College of Charleston
This pamphlet provides an overview of the discrimination and harassment prohibited by the College. The pamphlet supplies information about what to do if you feel you have witnessed or have been a target of inappropriate behavior.

In this pamphlet, discrimination and harassment are discussed as separate topics. The full text of the College’s policy is available online at http://policy.cofc.edu.

It is the policy of the College of Charleston to promote and foster a learning, working and living environment where civil discourse, respect for the individual and appreciation for the diversity of human experiences are valued.

The College protects its students, employees and people applying for admission/employment at this institution with a no-tolerance policy when it comes to proscribed discrimination and harassment. The College’s policy, “Prohibition of Discrimination and Harassment, Including Sexual Harassment and Abuse,” protects the College community from discrimination and harassment based on age; disability; gender, sexual orientation, gender identity or expression; genetic information; national origin; race and color; religion; and veteran status and involvement in the United States uniformed services.
DISCRIMINATION

AGE
The Policy protects individuals from being singled out for unfair treatment in any aspect of employment because that individual is 40 years old or older. Treating people differently in any College program or activity on the basis of age will also be subject to College review to determine if such treatment may violate the law.

DISABILITY
The College will not discriminate against a qualified individual on the basis of disability in regard to any aspect of employment. No student who meets the academic and technical standards for admission or participation in a College education program or activity will be denied admission or participation because of his/her disability.

No one may be denied educational benefits nor excluded from receiving an employment benefit because of pregnancy, childbirth or related medical conditions. Disabilities caused by these conditions will be treated the same as those caused or contributed to by other medical conditions.

GENDER/SEXUAL ORIENTATION/GENDER IDENTITY OR EXPRESSION
No member of the College community will, on the basis of sex, sexual orientation, gender identity or expression, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any academic program or activity operated by the College. Nor shall these characteristics be cause for denying job opportunities or for treating employees differently with respect to terms, conditions or privileges of employment. Discrimination due to marital or family status with respect to any employment opportunity or academic program or activity is also prohibited.

It is a violation of the policy to discriminate on the basis of sex by paying wages to employees at a rate less than the rate at which the College pays wages to employees of the opposite sex for equal work on jobs that require equal skill, effort and responsibility, and which are performed under similar working conditions.
GENETIC INFORMATION
No employee of the College may be discriminated against with respect to any employment matter because of genetic information regarding that employee. Genetic information includes information about genetic tests taken by an employee or the employee’s family members or the employee’s family history with respect to certain diseases or disorders.

NATIONAL ORIGIN
It is a violation of the policy to discriminate because of an individual’s, or his or her ancestor’s, place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group.

RACE AND COLOR
No one may be discriminated against because of race or color in regard to any employment matter. It is also a violation of the policy to discriminate against any student in regard to any academic program or activity or any educational benefit because of race or color.

RELIGION
The College supports the concept of “reasonable accommodation for religious observance” in regard to class attendance, and the scheduling of examinations and other academic work requirements, unless the accommodation would create an undue hardship on the College. It is the policy of the College to accommodate the religious practices of employees and prospective employees, and the College will reasonably accommodate the religious practices of an employee or prospective employee, unless there is finding that the accommodation would result in undue hardship on the conduct of its business.

VETERAN’S STATUS AND UNIFORMED SERVICES
The College will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment motivated in whole or in part on the basis that a person is a member of, applies to be a member of, performs, has performed, applies to perform or has an obligation to perform service in a uniformed service of the United States.
HARRASSMENT
A member of the College community shall not, on the basis of race/color, religion, disability, age, genetic background, service in a uniformed service or national origin, be subjected to conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or other educational benefit, or of creating an intimidating, hostile or offensive working, learning or living environment. This includes, but is not limited to, threatening, intimidating or hostile acts and verbal, written or graphic material (including communications by computers) that defames or shows hostility or aversion toward an individual or group based on race/color, religion, disability, age, genetic background, service in a uniformed service or national origin.

SEXUAL HARASSMENT
The College will not tolerate sexual or gender-based harassment. Such harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or access to or the enjoyment of an educational benefit; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or decisions concerning educational benefits affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or other educational benefit or creating an intimidating, hostile or offensive working, learning or living environment. Additionally, sexual harassment includes conduct that is directed at an employee or student because of his or her sexual orientation or gender identity or expression.

Acts of sexual harassment include unwelcome sexual advances, propositions, requests and threats, or repeated, unwelcome requests for social engagements; unwanted physical contact, including touching, pinching or brushing the body; verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, epithets, slurs, negative stereotyping (including “jokes”) and questions or comments about sexual behavior or
preference; nonverbal conduct, such as display of sexually suggestive objects or pictures, 
leering, whistling or obscene gestures; and acts of physical aggression, intimidation and 
hostility, including written or graphic material (e.g., electronic communications) that 
defames or shows hostility or aversion toward an individual or group because of gender, 
sexual orientation, gender identity or gender expression.

NEED MORE INFORMATION?

You may find the full text of the policy at http://policy.cofc.edu. Further information 
about or assistance with the policy may be obtained from:

- One of the College’s Resource Coordinators (see below)
- Human Resources (953.5512)
- Human Relations (953.5758)

In addition, the Office of Human Resources’ Employee Assistant Program (EAP) provides 
confidential counseling services to employees, and Counseling and Substance Abuse 
Services (953.5640) provides students with support regarding discrimination, harassment, 
abuse and retaliation. Discussions with representatives from the EAP and/or Counseling 
and Substance Abuse Services and with Resource Coordinators do not constitute a 
complaint to the College.

WHAT TO DO IF DISCRIMINATION OR HARASSMENT HAS OCCURRED?
The promotion and protection of a discrimination-free environment is the responsibility of 
every member of the College community. Any member of our community who reasonably 
believes that s/he has experienced or witnessed discrimination, harassment or abuse 
proscribed by the policy has a responsibility to report the situation immediately to one of 
these designated officials:
Human Relations and Minority Affairs (953.5758) For complainants who are employees, students, College volunteers, College invitees or employees of College contractors alleging discrimination on College-owned or leased property.

An Associate Provost (953.5527) For complainants who are faculty and administrative staff employed by Academic Affairs and who elect not to file with the Senior Vice President for Legal Affairs or with Human Relations.

Dean of Students (953.5522) For complainants who are students only.

Senior Vice President for Legal Affairs (953.5502) For all of the above.

The Director of Human Relations and Minority Affairs has been designated by the President of the College to be the compliance coordinator for those statutes listed below:

- Title IX, Education Act Amendments of 1972
- ADA/Rehabilitation Act of 1973
- Age Discrimination Act of 1975

The College recognizes that confidentiality is important. Information gathered during an investigation will be maintained as confidential to the extent reasonably possible and permitted under law. Examples of situations when confidentiality will not be maintained include circumstances when the College is required by law to disclose information (i.e., in response to a subpoena) or when disclosure is required by the College’s outweighing interest to protect the rights and safety of others.

Retaliation against any employee or student for filing a complaint or participating in an investigation in good faith is strictly prohibited by law and the policy. Violators will be subject to the immediate consideration of disciplinary and/or remedial action that could include separation from the College.