



METROPOLITAN COMMUNITY COLLEGE



HARASSMENT Will Not Be Tolerated At Metro

Harassment based on or because of sex, race, religion, age, color, national origin, marital status, ethnicity, disability, sexual orientation, or any veteran status is a form of discrimination. Both males and females can be victimized. Such behavior is not condoned by Metro.

Examples include:

- * Unwelcome offensive/sexual conduct/behavior.
- * Insulting or derogatory names, gestures or language.
- * Display of offensive written, graphic, or pictorial material.
- * Unwanted contact with a person's body including touching, groping, pinching, fondling, or brushing against.
- * Unwelcome crude, sexual or offensive stories or jokes.
- * Use of sexual, racial, ethnic, religion-based, disability-based, age-based, or sexual orientation-based remarks.
- * Unwanted sexual advances or requests for sexual favors.
- * Verbal threats of violence.

What Can You Do About Harassment? TELL SOMEONE WHO CAN HELP YOU!

STUDENTS—Contact the Campus Dean/Director on the campus where the harassment occurred.

Applied Technology Center	763-5810
Bellevue Center	827-8502
Elkhorn Valley Campus	289-1312
Fort Omaha Campus	457-2201
Fremont Center Campus	317-3001
Sarpy Center Campus	537-3838
South Omaha Campus	738-4600

EMPLOYEES—Report the situation to one of the following:

Assoc. VP for Equity & Diversity	457-2649
General Counsel	457-2428
Assoc VP of Human Resources	457-2236

In lieu of or in addition, contact your immediate supervisor, or if the complaint involves the supervisor, contact the next level supervisor.

Consider the following steps:

1. Ask the offending person to stop the harassment, either verbally or in writing (keep a copy). While it is not required, it is often advisable to make it very plain that the behavior is offensive and unwelcome.
2. Keep a written record of the harassing events, including times, dates and persons involved or witnessing.
3. Report the problem to your counselor (students) or your supervisor or to the contacts listed above (employees).

Refer to Procedures Memorandum VI-34 Equal Employment Opportunity or V-2 Harassment of Students in the event of harassment. Copies are available at www.mccneb.edu/procedures or from Human Resources.

DRUG FREE

SCHOOLS AND COMMUNITIES ACT

- **STANDARDS OF CONDUCT**
- **LEGAL PROHIBITIONS AND SANCTIONS**
- **HEALTH RISKS**
- **DISCIPLINARY SANCTIONS**
- **DRUG AND ALCOHOL SERVICES**

The Drug-Free Workplace Act of 1988 requires the College to establish and maintain guidelines designed to create a drug-free workplace. MCC Procedures Memorandum VI-30, Drug-Free Workplace Requirements, implements the Act at the College.

Inappropriate conduct involving controlled substances is detrimental to the College's faculty, staff, students, and the public they serve. The College will attempt to assist an employee involved with the inappropriate use of controlled substances in obtaining rehabilitation; however, the ultimate responsibility for overcoming a dependency or inappropriate use of controlled substances is that of the employee.

Objectives of a Drug-Free Workplace

1. Provide a drug-free workplace and assure a safe, healthy work environment.
2. Deter the abuse of controlled substances,
3. Reduce poor or indifferent job performance and/or rule infractions resulting from abuse or inappropriate use of a controlled substance.
4. Provide assistance toward rehabilitation for individuals employed by the College who seek assistance in overcoming a dependency or inappropriate use of controlled substances. Provide assistance toward rehabilitation for individuals employed by the College who seek assistance in overcoming a dependency or inappropriate use of controlled substances.

For more information about the Drug Free School & Workplace Requirements, including the entire document, please visit the website at www.mccneb.edu/publicsafety