

CHAMPLAIN COLLEGE

DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

PURPOSE OF THE PROCEDURE

To provide a definition of harassment and to ensure that discrimination complaints, including unlawful harassment, are handled promptly and effectively in a manner that is procedurally fair to the parties.

COMPLAINT PROCEDURE

The purpose of the Complaint Procedure is to provide a process for handling discrimination and harassment complaints. A lengthy period of time between an alleged occurrence and investigation may make fact-finding more difficult. Therefore, individuals are encouraged to file complaints as soon as possible. The College strives to ensure that discrimination complaints, including unlawful harassment, are handled promptly and effectively in a manner that is procedurally fair to the parties.

Where reported misconduct involves allegations of sexual harassment, sexual misconduct, domestic violence, dating violence or stalking as defined in the College's Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy ("SHSMDVS Policy"), add link here the more specific definitions, prohibitions, and procedural statements included in the SHSMDVS Policy will be used in this Complaint Procedure, and such definitions, prohibitions and procedural statements are therefore incorporated into these procedures by reference.

Protective Measures

Sometimes it is necessary to take steps before or during an investigation to protect the rights and interests of the Complainant and/or Respondent. Such measures may be designed to reduce or eliminate contact between the Complainant and/or the Respondent so that both parties may feel safe in their work/educational environment. Protective measures may also guard against further actual or perceived discrimination or retaliation. Protective measures may include temporary changes in working conditions, (such as changes to supervisor or office location), directives to the Complainant and Respondent to avoid personal contact or refrain from such contact without a neutral third person present and, in severe cases, suspension of an individual.

Confidentiality of Investigation/Hearing: All proceedings against individuals relating to complaints of discrimination will be conducted confidentially by the People Center and/or Student Life officials to the extent allowed by law. So as to complete required investigations, those individuals will share information only with persons who, in the sound discretion of such officials, have a legitimate need to know, or persons from whom information is needed to complete an investigation.



Academic Discourse: Champlain College recognizes that the protection of free and open speech and the open exchange of ideas are important to any academic community. This recognition is therefore an important element in the "reasonable person" standard used in judging whether sexual harassment or other harassment prohibited by this policy has occurred. This policy is meant neither to proscribe nor to inhibit discussion, in or out of the classroom, of complex, controversial or sensitive matters, when in the judgment of a reasonable person they arise appropriately and with respect for the dignity of others. Champlain College also recognizes, however, that verbal conduct can be used specifically to intimidate or coerce and to inhibit genuine discourse, free inquiry and learning. Such abuses are unacceptable. If someone believes that another's speech or writing is offensive, wrong or hurtful, he or she is encouraged to express that judgment in the exercise of his or her own free speech or to seek redress under the procedures described below.

Filing a Discrimination, Harassment, Bias Incident or Hate Crime Complaint

Any Champlain College student or employee who believes that the Discrimination or Harassment Policy has been violated may file a complaint.

Discrimination or harassment complaints against College faculty and staff should be directed to the faculty or staff member's direct supervisor or the Provost and Academic Affairs Office, Freeman Hall acadaffairs@champlain.edu 802-860-2729 and the Vice President, People and Technology at:

P.O. Box 670, Burlington, VT 05402,
telephone: 802-861-5807
peoplecenter@champlain.edu

Discrimination complaints against College students are handled by the Vice President of Student Life, who should be contacted at:

Student Life Office, Skiff Hall
P.O. Box 670, Burlington, VT 05402
telephone: 802-651-5907 moran@champlain.edu

All inquiries concerning compliance with disability laws regulations or auxiliary aids or services that students with disabilities would like to request in connection with participation in Champlain College programs should be directed to Skip Harris, the Director of Counseling and Accommodation Services at (802) 651-5961 or sharris@champlain.edu (or designee) for student-related matters. Employee requests for same should be directed to the Vice President of People and Technology, mlee@champlain.edu.