
APPLIES TO: Students, Faculty, and Staff

ISSUED: June 13, 2023

KEYWORDS: discrimination, harassment, bullying, retaliation

EFFECTIVE: June 13, 2023

PURPOSE: To state the college's policy of the prohibition of discrimination, harassment, and bullying and retaliation for reporting such incidents.

DEFINITION OF TERMS IN THIS POLICY:

- 1. Discrimination:** Any behavior affecting the education environment or workplace that results in the terms and conditions of a faculty or staff member's employment, or a student's enrollment being adversely affected due to that person's national origin, race, color, religion, age, gender, genetic information, sexual orientation, pregnancy, disability, gender identity, military, veteran status, or other protected status.
- 2. Harassment:** Any verbal, nonverbal, or physical conduct designed to threaten, intimidate, or coerce a faculty, staff, student, or guest of Kettering College.
- 3. Bullying:** Any unwanted act or mistreatment of someone vulnerable by someone stronger or more powerful. This can include, but is not limited to, any physical, mental, or emotional abuse or mistreatment that happens face-to-face, online, or other settings.
- 4. Retaliation:** A behavior that takes an adverse action against an individual as a consequence of reporting, for expressing an intent to report, for assisting another faculty, staff, or student in an effort to report discrimination, harassment, and/or bullying, or for testifying or assisting in a legal proceeding involving discriminatory, harassment, or bullying conduct in violation of this Policy. An adverse action may include, but is not limited to, discipline, termination, demotion, suspension, or expulsion.

POLICY DETAILS:

Kettering College is committed to maintaining a campus environment free of all forms of harassment, discrimination, and bullying. This includes all college and Kettering Health premises as well as any college events and can extend to conduct outside of the college where Kettering College determines that such conduct may materially affect those attending or working at the college.

Kettering College strictly prohibits all acts and forms of discrimination, harassment, and bullying. As a faith-based institution, Kettering College upholds the belief that each person is a child of God and should be treated with love and respect. It is the responsibility of the entire college community to uphold the highest standards of integrity and to prevent these unacceptable behaviors.

All Kettering College faculty, staff, and students should report any incident of discrimination, harassment, and bullying. In the case of an interaction between a student and a faculty/staff member that demonstrates defiance of good citizenship on part of the student and that constitutes discrimination, harassment or bullying, the behavior will be reported. It is the responsibility of the entire college community to ensure the campus is safe and free of such behavior.

Examples of discrimination, harassment, and bullying could include, but are not limited to:

- Verbal harassment- includes, but is not limited to, comments that are offensive or unwelcome, including

epithets, slurs, stereotyping, and jokes regarding a person's national origin, race, color, religion, age, gender, genetic information, sexual orientation, pregnancy, disability, gender identity, military, veteran status, or other protected status.

- Nonverbal harassment- includes, but is not limited to, distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, genetic information, sexual orientation, pregnancy, disability, gender identity, military, veteran status, or other protected status.
- Verbal Sexual Harassment: includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor, and verbal abuse or "kidding" that is sexual in nature and unwelcome. Some examples may include:
 - demanding or requesting sexual favors from subordinates or coworkers, including threatening or insinuating, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect his/her employment, evaluation, wage, advancement, assigned duties, benefits, or any other aspect of employment.
 - negative, obscene, demeaning, or offensive comments, jokes, or suggestions about another employee's gender or gender orientation.
- Nonverbal Sexual Harassment: includes the distribution or display of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, e-mails, photos, text messages, internet postings; or other forms of communication that are sexual in nature and offensive. Some examples may include:
 - displaying nude or sexually suggestive objects or pictures, cartoons, posters, or magazines.
 - sending emails containing sexually suggestive videos, photos, sounds, or cartoons.
- Physical Sexual Harassment: includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Please refer to the *Sexual Misconduct Policy* and the *Kettering Health Harassment, Discrimination, and Retaliation Free Workplace Policy* for additional information on sexual harassment.

- Discrimination- includes placing limits on opportunities, derogatory comments, issuing discipline, not promoting an employee, or not admitting, passing, or graduating a student based on certain protected status (list is under *Discrimination* in the *Definition of Terms*).
- Bullying:
 - Physical bullying:
 - Hitting
 - Kicking
 - Pinching
 - Spitting
 - Tripping
 - Pushing
 - Stealing

- Verbal Bullying:
 - Teasing
 - Name-Calling
 - Inappropriate sexual comments and innuendos
 - Threatening to cause harm
- Social Bullying:
 - Purposefully leaving someone out
 - Encouraging others to disassociate with a person
 - Spreading rumors
 - Embarrassing or shaming
- Hazing (refer to the *KC Anti-Hazing Policy* at <https://kc.edu/wp-content/uploads/2023/03/Kettering-College-Anti-Hazing-Policy.pdf>)
- Retaliation- refer to the definition above.

PROCEDURE

Reporting:

The following actions should be taken to report an incident:

- For employee-only incidents, a report should be made to KH Main Campus Human Resources personnel (refer to the *KH Harassment, Discrimination, and Retaliation Free Workplace Policy*).
- For student-only incidents, a report should be made in any of the following ways:
 - Fill out an incident report at www.kc.edu/incidentreportform
 - Report directly to the Associate Dean of Students (unless it is a Sexual Harassment incident, which should be reported directly to the Title IX Coordinator)
- For incidents taking place between a student and a faculty/staff member, a report should be made in any of the following ways:
 - When a student is reporting:
 - Fill out an incident report at www.kc.edu/incidentreportform; or
 - Report directly to the Associate Dean of Students
 - When a faculty/staff member is reporting:
 - Fill out an incident report at www.kc.edu/incidentreportform; or
 - Report directly to employee's supervisor **AND** the Associate Dean of Students

Investigation and Disciplinary Actions/Sanctions:

1. The Associate Dean of Students shall be responsible for the investigation of all allegations including students, except for sexual misconduct and hazing (please refer to the *Sexual Misconduct and Anti-Hazing* policies). The investigation, conducted by the Associate Dean of Students or a designee, will include:
 - a) Review and clarification of allegations
 - b) Discovery and fact finding
 - c) Interviews of all parties involved
 - d) Consulting with other necessary individuals, such as witnesses, supervisors, and HR personnel

2. Disciplinary actions/sanctions for student-only incidents will be ruled on and delivered by the Associate Dean of Students. The actions/sanctions will include one or more of the following (refer to the *Code of Conduct* in the *Student Handbook* for complete list):
 - a) Educational sanctions; or
 - b) Withholding of diplomas or transcripts pending compliance with the rules or payment of fines; or
 - c) The revocation of permission for an organization to operate on campus or to otherwise operate under the recognition or sanction of the institution; or
 - d) The imposition of probation, suspension, or expulsion.
3. Investigation and disciplinary actions for employee-only incidents will be handled by Kettering Health Main Campus Human Resources

All students may appeal the decision of the Associate Dean of Students. Please refer to the *Non-Academic Appeal Policy* for details.

RESOURCES/REFERENCES:

Related KH Policy: *KH Harassment, Discrimination, and Retaliation Free Workplace Policy*

Related KC Policy: *Sexual Misconduct Policy, Anti-Hazing Policy, Non-Academic Appeal Policy*

Maintained by: Office of Student Success

HISTORY OF REVISION:

Original date: June 13, 2023

Revision dates: N/A