At the beginning of the fall semester, all students are provided with links to this Handbook and the UW Colleges Code of Conduct which provides as follows:

**Policy Statement:** Respect for human dignity is essential to the university environment. The UW Colleges affirms its commitment to promoting the ideal that faculty, staff, students, and guests are free to engage in academic expression and debate, and to pursue their social and private lives in our communities, unthreatened by discrimination or harassment. All who come to the UW Colleges to work and to study will be accepted and judged as individuals; discrimination, disruption, or harassment on the basis of race, sex, religion, color, creed, disability, sexual orientation, gender, national origin, ancestry, or age will not be tolerated.

The UW Colleges accepts the responsibility of representing these values to our students, faculty, staff, and the communities we serve. The success of a policy which seeks to prevent harassment in all of its forms and to protect the educational environment of the university community depends on the willingness of faculty, staff, and students to make known when they encounter behavior and conduct which are defined as unacceptable in this policy.

**Forms of Discriminatory Harassment or Conduct Which Will Be Grounds for Disciplinary Action:** Discriminatory conduct that will result in disciplinary action is intentional conduct, either verbal or physical, that explicitly demeans the race, sex, religion, color, creed, disability, sexual orientation, gender, national origin, ancestry, or age of an individual or individuals, and (1) has the purpose or effect of interfering with the education, university-related work, or other university-authorized activity of a university student, employee, official, or guest; or (2) creates an intimidating, hostile or demeaning environment for education, university-related work, or other university-authorized activity.

**Informal Resolution:** A member of the university community may bring a complaint that one or more provisions of the code of conduct have been violated. The complaint may be brought to any appropriate member of the UW Colleges, including any academic or administrative officer such as the Dean of the campus, the Chancellor, the Vice Chancellor, the Office of Equity, Diversity and Inclusion, any faculty member, director, supervisor, or department head.

The person receiving the complaint may help the complainant understand his or her options and may: (1) help resolve the complaint informally; or (2) help draft a formal complaint if that is more acceptable.

A person filing a complaint under this policy will not be subject to retaliation by any member of the campus community. Persons against whom a complaint is filed will be guaranteed due process.

**Investigation Prior to Formal Action:** If the complainant wishes to make and pursue a formal action, a written complaint must be filed with the Office of Equity, Diversity and Inclusion. The complaint should explain the problem and include information about attempts that have been made to deal with the problem informally (if any). The Affirmative Action Officer will meet with the Vice Chancellor to determine the most appropriate investigator and the method by which an investigation will be conducted.

The purpose of the investigation is to establish whether there is reasonable basis for believing that a violation of this policy has occurred. In conducting the investigation, the appropriate administrator may interview the complainant, the alleged harasser, and other persons believed to have pertinent factual knowledge. At all times, the investigator will attempt to ensure confidentiality and will afford the accused a full opportunity to respond to the allegations.

Possible outcomes of the investigation are: (1) A judgment that the allegations are not warranted; or (2) A negotiated settlement of the complaint; or (3) A course of formal action.
Process of Taking Formal Action: If, after reviewing the report of the investigator, the Chancellor (or appropriate administrator) concludes that there is a reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, he/she will recommend formal action.

Formal procedures will be resolved according to established university rules and regulations. For the most part, the procedures which will be followed depend on the status of the person against whom the complaint is being filed, not the status of the person bringing the complaint.

Complaint Against a Faculty Member: Chapter 6.06 of the UW Colleges Constitution at http://www.uwc.edu/about/overview/constitution

Complaint Against a Member of the Academic Staff: Chapter 9 of the UW Colleges Constitution: http://www.uwc.edu/about/overview/constitution

Complaint Against a Member of the University Staff: Contact human resource office.

20160919