Western Dakota Technical College Policy Number: 2005/4005

**Discrimination and Harassment**¹

I. Purpose

Western Dakota Technical College (WDTC) is committed to providing an environment free from harassment and other forms of discrimination for students, school employees, non-employees, and its invitees.

II. General Statement of Policy

A. WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law.

B. WDTC includes school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees, non-employees and invitees to school sponsored activities/functions, and any other area where WDTC has control of the premises.

C. Discrimination or harassment by board members, employees, non-employees, invitees, students, vendors and others doing business with WDTC are prohibited. Individuals whose behavior violates this policy may be subject to disciplinary actions.

D. This policy in no way conflicts with people’s freedom of speech or other constitutionally protected rights.

III. Definitions

A. Discrimination means –

Discrimination is defined as conduct including words, gestures, and other actions which disadvantages a person (or group) based upon the person’s or group’s race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex,

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¹ Sexual harassment as defined and addressed by Title IX of the U.S. Education Amendments of 1972 (“Title IX”) differs from this policy and is covered in Policy 2001/4001. Any claim of discrimination or harassment will be reviewed by the Title IX Coordinator to ensure the correct WDTC policies and procedures are applied.
citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law.

Personality differences or conflicts, general mistreatment not based on the above protected categories, or a response to poor performance are usually relations issues, not discrimination matters.

B. Harassment means –

Harassment is defined as a pattern of unwelcome conduct which is severe or pervasive enough to create a hostile working or learning environment, which continues after the harasser knew or was informed that the conduct was unwelcome, and which is based upon the person's or group's race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law.

Petty slights, annoyances, and isolated incidences (unless extremely serious) may not rise to a level of harassment.

Harassment includes sexual harassment\(^2\) which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature including but not limited to:

a) Submision to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education;

b) Submission or rejection of such conduct by an individual is used as the basis for employment decisions or academic performance; or

c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment.

C. Invitee means –

Any person who is not deemed an employee or student of WDTC who uses or is on school facilities, school premises, school vehicles and non-school vehicles used to transport students, employees, non-employees and invitees to school sponsored activities/functions and any other area where WDTC has control of the premises.

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\(^2\) Sexual harassment is defined differently in Policy 2001/4001. The Title IX Coordinator will determine which policy applies.
IV. Reporting Procedures

WDTC has adopted procedures which provide for prompt and equitable resolution of matters protected by this policy.

All students, employees, non-employees and invitees have a responsibility to maintain a positive learning, work, and school environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

False, malicious or frivolous complaints of discrimination or harassment may result in disciplinary action.

A. Student

If a student believes they have been harassed or discriminated against or have witnessed discrimination/harassment (as defined in this policy), the student should immediately report the incident(s) to the Director of Student Success who serves as the Title IX Coordinator.

If an employee of WDTC receives an allegation or complaint of harassment or discrimination (as defined in this policy) from a student, it is the employee’s obligation to immediately report the allegation or complaint to the Director of Student Success who serves as the Title IX Coordinator. Failure to direct the student to report an allegation or complaint of discrimination or harassment to the appropriate people could result in disciplinary action.

B. Non-Employee/Invitee

A non-employee or invitee, who believes they have been harassed or discriminated against (as defined in this policy), or who have witnessed harassment or discrimination, should immediately report the incident to the Director of Student Success who serves as the Title IX Coordinator or follow the procedures in the Public Complaint Policy and Procedure (WDTC Policy 5005).

C. Employee

Employees who believe they have been harassed or discriminated against (as defined in this policy), or who have witnessed harassment or discrimination, should, within thirty (30) working days of the alleged violation, notify the Director of Student Success who serves as the Title IX Coordinator or the Director of Human Resources.
D. Grievance/Resolution

Students will use the Student Grievance Process in their Student Handbook to resolve complaints of discrimination and/or harassment that are covered by this policy.

Employees will use Policy 2014 – Grievance and the related procedures to resolve complaints of discrimination and/or harassment that are covered by this policy.

E. Grievance or Public Complaint Withdrawal

Individuals may withdraw their Grievance or Public Complaint in writing at any time. However, WDTC reserves the right to proceed with an investigation and resolution of the complaint in order to effectively determine whether discrimination or harassment has occurred.

F. Confidentiality

It is WDTC’s intent to keep the information brought forward in a report of discrimination and/or harassment and any associated grievance/resolution, as it relates to this policy, confidential and limited to those directly involved with the complaint. WDTC encourages all parties involved in a Public Complaint or Grievance to respect the confidentiality of the matters involved. Because an individual’s right to confidentiality must be balanced with WDTC’s obligations to investigate complaints, cooperate with police investigations or legal proceedings, or to take appropriate disciplinary action, WDTC retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances.

Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate law enforcement authorities and the anonymity of both the complainant and school officials involved in the investigation will be strictly protected as required by South Dakota law.

G. Criminal Procedure

Nothing in this Discrimination and Harassment Policy prevents any person from filing a formal criminal complaint with a state or federal agency. If it is determined that criminal charges may result or are pending, WDTC, when legally allowed, may elect but is not required to delay or cease its investigation. WDTC will comply when necessary with a state or federal investigation.

H. Retaliation

WDTC prohibits retaliation against any person because that person has asserted or has assisted another person asserting a discrimination or harassment complaint with WDTC
or with any state or federal agency, or because that person has testified or participated in any manner in an investigation, proceeding or hearing concerning a complaint of discrimination or harassment. Retaliation is a violation of federal and state law and may lead to disciplinary action by WDTC against the offender.

Deliberately false, malicious, or frivolous accusations under this policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

I. Administrative Contacts

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<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Director of Human Resources</th>
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<tr>
<td>Western Dakota Technical College</td>
<td>Western Dakota Technical College</td>
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<tr>
<td>800 Mickelson Drive, Office D160A</td>
<td>800 Mickelson Drive, Office D204</td>
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<tr>
<td>Rapid City, SD 57703</td>
<td>Rapid City, SD 57703</td>
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<tr>
<td>(605) 718-2965</td>
<td>(605) 718-2402</td>
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V. Dissemination of Policy and Training

WDTC has the responsibility of educating its employees on its Discrimination and Harassment Policy and appropriate procedures. See “Reporting Procedures.”

A. Training for Employees

All employees (full-time, part-time, temporary and seasonal) will receive a copy of this Policy during new employee orientation. WDTC also provides and coordinates, on an annual basis, training to current employees. WDTC will maintain records verifying that each employee received training and that the employee understands the Discrimination and Harassment Policy and the appropriate procedures to follow if the employee witnesses or experiences discrimination or harassment. The tutorial/training will educate employees regarding their rights and responsibilities, behaviors which constitute harassment or discrimination, and appropriate procedures to follow when they believe they have witnessed or experienced harassment or discrimination.

The annual training may include, but is not limited to the following:

- Review of WDTC’s Discrimination and Harassment Policy and appropriate procedures;
- Provide definitions of all types of discrimination and harassment and an overview of relevant state and federal laws, including the rights of individuals and groups of individuals;
- Identify discrimination/harassing behaviors covered by this policy;
• Identify appropriate prevention techniques; and
• Train in positive, appropriate communication alternatives to discrimination/harassment.

If the employee does not understand the Policy, it is the obligation of the employee to request that additional training be offered.

B. Policy Dissemination

This Policy is given to all new hires and reviewed in new employee orientation. It will also be published annually in the Student Handbook, Faculty Handbook, and on WDTC’s website.

Legal References:
Title VII of the Civil Rights Act of 1964
Age Discrimination in Employment Act of 1967
Title II of the Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act of 1973
Title IX – Education Amendments of 1972
Title VI – Civil Rights Act of 1964
Individuals with Disabilities in Education Act
Constitution of the State of South Dakota – Art. VI
SDCL 20-12 – Municipal and County Protection of Human Rights
SDCL 20-13 – Human Rights

Board Approved 9/17/2018; Committee Reviewed 8/5/2020; Committee Reviewed 4/28/2021; (Title IX Coordinator updated 7/1/2022)