

## **Discrimination Complaint Procedure**

William Rainey Harper College prohibits discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, physical or mental disability or unfavorable discharge from military service.

**The purpose of the discrimination complaint procedure is as follows:**

- to advise individuals who believe that they have been subjected to discrimination of how to proceed with a discrimination complaint;
- to ensure that such complaints are resolved in a manner which is prompt and confidential.

### **Non-Discrimination Compliance Officer**

The College President will appoint an employee to act as the College's Non Discrimination Compliance Officer (NDCO) who is currently the Chief Human Resources Officer. The NDCO will be responsible for the investigation of complaints of alleged discrimination within the guidelines of existing legislation, College policy and appropriate contracts.

### **Informal Discussion**

Before filing a formal complaint, students and employees are encouraged to discuss their concerns with the Non-Discrimination Compliance Officer. This confidential discussion is seen as the first step in the resolution procedure. It allows for sharing of information, giving of advice and achieving mutual resolution between/ among parties.

### **Filing and Resolution of a Complaint of Discrimination**

A formal investigation of a claim of discrimination will only be undertaken by the Non-Discrimination Compliance Officer (NDCO) upon authorization of the complaining individual and receipt of a written complaint.

**The following procedures shall be used for investigating complaint(s) of discrimination.**

Within 21 calendar days of the alleged discriminatory act or conduct, an employee or student should:

- submit a specific and detailed written complaint setting forth the nature of the alleged discrimination;
- identify the person(s) against whom the complaint is being filed;
- and identify the date(s) of the action(s) which is (are) the subject of the complaint, and the remedy or relief sought.

Upon receipt of the written complaint, the NDCO will review and discuss the complaint with all parties directly involved. On the basis of the written complaint and interview(s), the NDCO will determine what further investigative action is required.

After the initial interview(s) with the complainant, the NDCO will conduct further investigation as deemed appropriate. Such investigation may include, but is not limited to:

- interviewing the party(ies) alleged to have committed the discriminatory act;
- interviewing witnesses identified by the complaining or accused party;
- and reviewing documents relevant to the complaint.

As a result of the above initial steps, resolution with the parties will be explored. If resolution is not achieved, the NDCO will determine the appropriate actions to be taken.

The NDCO shall prepare a confidential report with regard to the investigation. The report shall state whether or not the NDCO believes a violation of the College's non-discrimination policy has occurred and whether or not resolution has been achieved. The NDCO's report shall be completed within 30 calendar days of receipt of any complaint(s); however, such time may be extended for an additional 30 calendar days if necessary.

If resolution is not achieved, the NDCO's report shall be submitted to the Executive Council for review and action within 14 calendar days of receipt of the report.

A copy of the confidential report will be sent to and maintained by the Chief Human Resource Officer of the College. The NDCO's findings shall be sent to the complaining and accused parties.

Either party may appeal in writing the decision of the Executive Council by filing an appeal with the President within five calendar days of receipt of the Executive Council's decision. The President shall respond within 30 calendar days of receipt of the appeal.