

WAC 132C-285-120 Reporting procedure. Any employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the college's Title IX/EEO coordinator. If the complaint is against that coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

The Title IX/EEO coordinator or designee:

(1) Will accept all complaints and referrals from college employees, applicants, students, and visitors;

(2) Will make determinations regarding how to handle requests by complainants for confidentiality;

(3) Will keep accurate records of all complaints and referrals for the required time period;

(4) May conduct investigations or delegate and oversee investigations conducted by a designee;

(5) May impose interim remedial measures to protect parties during investigations of discrimination or harassment;

(6) Will issue written findings and recommendations upon completion of an investigation;

(7) May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct;

The college encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, an electronic formal complaint form is available on the web page for the Title IX/EEO coordinator. Hardcopies of the complaint form are available at the office of the Title IX/EEO coordinator and the office of the president.

[Statutory Authority: RCW 28B.50.140. WSR 15-16-001, § 132C-285-120, filed 7/22/15, effective 8/22/15.]