

# Reporting Sexual Harassment

*If you believe that you are a victim of sexual harassment, you should report the situation to your:*

**Immediate Supervisor**  
*or*  
**Area/Department Head**

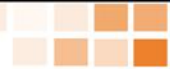
*or*

**Director of Human Resources**  
*Essex County College*  
*Main Campus*  
*Room 5100*  
*(973) 877-3085*



**ESSEX COUNTY COLLEGE**  
**Main Campus**  
*303 University Ave - Newark, NJ 07102*  
**West Essex Campus**  
*730 Bloomfield Ave - West Caldwell, NJ 07006*  
**Police Academy**  
*250 Grove Ave - Cedar Grove, NJ 07009*





*It is the policy of Essex County College that all employees have a right to work in an environment free from sexual harassment. College policy prohibits sexual harassment of its employees in any and all forms. All staff levels of the College must avoid sexually harassing behavior, and will be held responsible for ensuring that the workplace is free from sexual harassment.*

*Specifically, the College prohibits the following and warns that such behaviors can result in disciplinary action up to and including dismissal:*

- ✦ Unwelcome sexual advances.*
- ✦ Requests for sexual favors, whether or not accompanied by promises or threats respecting employment relationships.*
- ✦ Verbal or physical conduct of a sexual nature made to any employee which may threaten or insinuate (either explicitly or implicitly) that the employee's submission to or rejection of sexual advances will, in any way, determine a superior's decision regarding employment, evaluation, wages, advancement, assigned duties, shifts and any other condition of employment or career development.*
- ✦ Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment and interferes with an individual's work performance.*
- ✦ Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual,*

*offensive comments, off-color language or jokes, innuendos, and sexually suggestive objects, books, magazines, photographs, cartoons or pictures.*

*Employees who have complaints of sexual harassment by others at work, including any supervisors, co-employees, or visitors, are urged to report such conduct to College officials. Employees should bring such matters to the direct attention of their supervisors or to the Human Resources Director, Main Campus, Room 5100, (973) 877-3085. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is too uncomfortable to complain to the immediate supervisor, the employee may go directly to the Human Resources Director.*

*The College will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken. Disciplinary proceedings up to or including termination may result. In addition, confirmation may subject the offender to personal, legal, or financial liability.*

*The College will make every attempt to handle the complaint and investigation processes as discreetly as possible. There will be no retaliation against employees for reporting sexual harassment or assisting in the investigation of a complaint. However, if, after investigating any complaint of harassment or unlawful discrimination, the College learns that the complaint is not bona fide or that it contains false information, disciplinary action will be taken against the individual(s) who provide the false information.*