

DISTRICT POLICIES & REGULATIONS

The following resources provide information about the district's Board Policies ("BP") and Administrative Regulations ("AR") on unlawful discrimination and sexual harassment:

- BP 3410 - Nondiscrimination
- BP 3420- EEO (Equal Employment Opportunity)
- BP 3430 - Prohibition of Harassment
- BP 3540- Sexual and Other Assaults on Campus
- AR 3120 - EEO & Discrimination Complaint Procedure
- AR 3121 - Sexual Harassment Prevention
- AR 3122 - Sexual Misconduct

BPs and ARs are currently under review. See [Board-Policy-Manual](#) for current information.

CALIFORNIA TITLE 5 REGULATIONS,

§59300 et seq., establishes the procedures for handling unlawful discrimination complaints within the California Community College system; more information can be found at:

<https://www.cccco.edu/About-Us/Contact>

To file a complaint regarding unlawful discrimination and/or sexual harassment, you may file an [Unlawful Discrimination Complaint Form](#) with the SMC Office of Human Resources or contact the following:

- [California Community Colleges' Chancellor's Office, Complaints](#)
- [Department of Fair Employment & Housing](#)
- [OCR-Office for Civil Rights, US Dept. of Education](#)
- [U.S. Equal Employment Opportunity Commission](#)



Santa Monica College is committed to building an equitable, inclusive, and diverse community. Members of the SMC community are its faculty, staff, students, and volunteers, as well as customers and visitors to SMC. Everyone at Santa Monica College has the right to experience an environment free from discrimination and harassment. SMC prohibits unlawful discrimination and harassment in any of its programs, services, and activities, and will not tolerate such behavior.

WHO CAN I TALK TO?

Concerns regarding unlawful discrimination and/or sexual harassment may be brought to the attention of any dean, faculty member, department chair, manager, supervisor, or other individual with supervisory or administrative responsibility. Any such individual who receives a complaint shall report the allegation to the Office of Human Resources.

FOR MORE INFORMATION, CONTACT:

- Lisa Winter, Compliance Administrator/Title IX Coordinator, 310-434 4225 winter_lisa@smc.edu
- Tre'Shawn Hall-Baker, Interim Dean, HR 310-434-4170; hallbaker_treshawn@smc.edu

SMC CONFIDENTIAL RESOURCES

FOR STUDENTS

- [CENTER FOR WELLNESS & WELLBEING](#) 310-434-4503
- [OMBUDS OFFICE](#) 310-434-3986; ombuds@smc.edu
- [STUDENT HEALTH SERVICES](#) 310-434-4262: for 24/7 support, call 800.691.6003
- More information is available at [Diversity, Equity and Inclusivity @ SMC](#)

FOR EMPLOYEES

- Employee Assistance Service for Education Program [EASE](#) 800-882-1341

COMMUNITY RESOURCES IN

SANTA MONICA & LOS ANGELES

- Center for Pacific Asian Family 800-339-3940
- Didi Hirsch Mental Health Services 888-807-7250
- LA LGBT Center 323-993-7400
- Peace Over Violence 213 955-9090
- Santa Monica Rape Treatment Center 424-259-6000
- Sojourn Battered Women/Domestic Violence Hotline 310-264-6644
- Trevor Lifeline, Suicide Prevention for LGBTQ Youth 866-488-7386
- Venice Family Clinic 310-392-8636

FOR IMMEDIATE SAFETY OR CRIME RELATED CONCERNS (24/7) PLEASE CONTACT:

SMC CAMPUS POLICE
310-434-4300

IF YOU ARE EXPERIENCING AN EMERGENCY—DIAL 911

For questions or assistance, contact:

Office of Human Resources
2714 Pico Blvd., 2nd Floor
Tel: 310.434.4415
Hours: M-F 8:00am—5:00pm

www.smc.edu

Revised 07.25.2019

Unlawful Discrimination



Sexual Harassment

Unlawful discrimination and sexual harassment are not tolerated at Santa Monica College.

Equal Employment Opportunity Employer

KNOW YOUR RIGHTS



Empowerment



PROTECTION UNDER THE LAW

WHAT IS UNLAWFUL DISCRIMINATION & HARASSMENT?

Unlawful discrimination and harassment is conduct that denies or limits a person's full and equal access to participate in, or benefit from education and/or employment programs, services or activities because of decisions made on the basis of that person's protected status(es).

PROTECTED STATUS IS A LEGALLY DEFINED TERM.

The following are protected status(es) under federal and state laws:

- Age (40 and over)
- Ancestry
- Association w/ a member of a Protected Class
- Color
- Denial of Family & Medical Care Leave
- Disability-Mental & Physical
- Gender, Gender Identity & Expression
- Marital Status
- Medical Condition (including genetic characteristics & information)
- Military and Veteran Status
- National Origin
- Pregnancy (childbirth, breastfeeding)
- Race
- Religion (dress & religious practices)
- Sex
- Sexual Orientation

WHAT ARE SOME EXAMPLES OF UNLAWFUL DISCRIMINATION & SEXUAL HARASSMENT?



Examples of conduct that may constitute unlawful discrimination or harassment include:

- Displaying racially offensive symbols;
- Derogatory remarks about a person's race, color or religion;
- Teasing a person because of their sexual orientation;
- Refusing to provide reasonable accommodation to a person with a disability ;
- Firing a female employee because she is pregnant;
- Denying a transgender person access to a restroom based on their identified gender.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is a form of unlawful sex discrimination. It is unwelcome, unwanted verbal, non-verbal, visual, or physical conduct of a sexual nature. It includes sexual advances and requests for sexual favors that is severe (only needs to happen once) or pervasive (happens more than once) creating an intimidating, hostile or offensive learning and work environment. The behavior results in adverse learning conditions for students or adverse employment conditions for employees. Sexual harassment can take different forms depending on the harasser and the nature of the harassment. Sexual harassment is about power; complainants and respondents may be of either sex. Respondents may be held liable for their harassing behavior.

IF YOU WANT TO FILE A CLAIM...

If you believe you have been discriminated against, or sexually harassed, you have the right to file a complaint with the SMC Office of Human Resources.

Anyone who reports unlawful discrimination or harassment or participates in an investigation may do so without fear of retaliation.



"Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect."

Santa Monica College EEO Plan, Sept. 2017

Examples of conduct that may constitute unlawful sexual harassment include:

- Repeatedly asking someone out on a date;
- Touching, or caressing in a sexually suggestive manner;
- Displaying or distributing pornographic materials;
- Telling offensive dirty jokes;
- Frequent teasing about a person's body;
- Sending texts or emails of a sexual nature;
- Demanding sexual favors in return for a good grade or promotion.