

Cerritos Community College District
Nondiscrimination and Sexual Harassment

*All members of the campus community, including you, have the right to work and study
in an environment free of discrimination and sexual harassment.*

What is sexual harassment?

Board Policy 3430 contains the District's zero tolerance policy against all forms of harassment, including sexual harassment. Sexual harassment is a form of unlawful discrimination. District Board Policies, state and federal laws prohibit all forms of unlawful discrimination.

Board Policy 3410 and Administrative Procedure 3410 describes the District's commitment to nondiscrimination and Administrative Procedure 3435 explains how reports and complaints of discrimination are filed and investigated. You may contact the Office of Human Resource Services with questions and to make reports at (562) 860-2451, extension 2284.

The District's Board Policies and Administrative Procedures may be found on the District's website at <http://cms.cerritos.edu/board/policies/>. Excerpts of District Board Policy 3410: Nondiscrimination, and Board Policy 3430: Prohibition of Harassment are included below.

You should know that you have a duty to report discrimination or sexual harassment if:

- You have become aware of acts of discrimination or sexual harassment.
- You have witnessed acts of discrimination or sexual harassment.
- Any member of the campus community has reported acts of discrimination or sexual harassment to you.

If you need to ask questions, get information, or make a report, you may contact:

Dr. Valyncia C. Raphael

Director, Diversity, Compliance, and
Title IX Coordinator
Office of Human Resource Services
(562) 860-2451, extension 2276
vraphael@cerritos.edu

Dr. Elizabeth Miller

Dean of Student Services
Student Activities Office
(562) 860-2451, extension 2476
emiller@cerritos.edu

Ms. Kim Westby

Vice President, Student Services/
Assistant Superintendent
Student Services Office
(562) 860-2451, extension 2236
westby@cerritos.edu

Dr. Lucinda Aborn

Dean, Disabled Student Programs and
Services (DSP&S)
DSP&S Office
(562) 860-2451, extension 2334
laborn@cerritos.edu

Individuals with concerns about discrimination or sexual harassment may also contact any manager for immediate assistance. For disability concerns, please contact Dr. Valyncia Raphael or Dr. Lucinda Aborn. If you are interested in Sexual Harassment Training, you may contact the Office of Human Resource Services at (562) 860-2451, extension 2284. Information concerning discrimination and complaints of discrimination can also be obtained from:

U.S. Equal Employment
Opportunity Commission
www.eeoc.gov

California Department of Fair
Employment and Housing
www.dfeh.ca.gov

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Cerritos College provides an EAP to help its employees and their immediate families with problems related to stress; marital, working and relationship difficulties; financial and legal problems; alcohol and drug use or addiction. Information concerning the District-paid EAP Plan may be obtained through the Office of Human Resource Services, (562) 860-2451, extension 2284.

It is hard to be alone when you or someone you care for is having problems. Our employees are our most valuable asset and the District encourages its employees to seek assistance when facing problems.

BOARD POLICY EXCERPTS

Board Policy 3410: Nondiscrimination

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The President/Superintendent shall establish administrative procedures that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

Board Policy 3430: Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 titled Discrimination and Harassment Investigations. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.