



Sexual Harassment, Discrimination & Retaliation Policy

Foundry College is committed to providing an environment of mutual respect for all of our faculty, staff, and students. In particular, we strive to ensure that our environment is free from sexual harassment, sex/gender discrimination, or retaliation. The purpose of the Sexual Harassment, Discrimination and Retaliation Policy is to provide an overview of prohibited behavior, the procedure for filing a complaint, and information about the adjudication of any such complaint.

Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer. As a student, it is your responsibility to be aware of any updates.

Prohibited Conduct Under this Policy

Sexual Harassment

There are two major categories of sexual harassment. The first type is “quid pro quo” harassment in which sexual advances or requests for sexual favors in which submission to or rejection of, is made (explicitly or implicitly) a condition of an individual’s education, grade, recommendations, extracurricular programs, and/or employment. The second type is “environmental” harassment in which an individual is subjected to a hostile or intimidating environment, including verbal or physical behavior that is intimidating, hostile, and/or persistent that is likely to interfere with an individual’s work or education.

Although it is not easy to define precisely what types of behavior constitute sexual harassment, examples of prohibited behavior include:

- unwelcome sexual advances
- request for sexual favors
- obscene gestures
- displaying sexually graphic material
- sending sexually explicit emails, text messages, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments.

Depending upon the circumstances, improper conduct can also include sexual joking, vulgar or offensive conversation or jokes, commenting about another’s physical appearance, conversation about your or anyone else’s sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create a hostile environment.

Sex/Gender Discrimination

An intentional or unintentional act that adversely affects employment and/or educational opportunities because of a person's sex, marital status, parental status, gender identity, gender expression, sexual orientation, and/or any other characteristic protected by applicable law.

Retaliation

Foundry College prohibits retaliation against any person who opposes, reports, or assists another person in reporting suspected discrimination or sexual harassment. Students who come forward in good faith to report any incident of suspected discrimination or sexual harassment will be protected from retaliation for having done so. Similarly, students who participate in good faith in an investigation of reported misconduct will be protected from retaliation for having done so. The previously listed activities shall be referred to herein as "protected conduct."

Procedure for Filing a Complaint

Reporting

There are several ways in which to report an incident of sexual harassment, discrimination and/or retaliation:

- Email the Student Services Manager at support@foundrycollege.org
- Mail a letter to the Student Services Manager at the Foundry College address located on our website
- Contact the Student Services Manager to schedule a video conference call

A report should include the following information:

- Name and address of the complainant
- Description of the alleged incident, including date and time
- Name of person responsible for this violation, if known
- Any background information that may be relevant
- Description of requested relief or preferred outcome, if applicable. (For example, the complainant may express a preference for mediation over other types of resolutions.)

Once a report is received, the Student Services Manager will determine whether the Sexual Harassment, Discrimination and Retaliation Policy is applicable. If so, an investigation will be launched. Reports made in bad faith may result in disciplinary action.

Investigation

An investigation may be conducted by an employee of Foundry College or other designated third party, such as an attorney. The investigation may include personal interviews of the complainant, witnesses, others with knowledge of the incident, or the person against whom the report was filed. Analysis and other information may also form part of the investigation. The investigation will result in a report. If it has been determined that a violation of the policy has taken place, Foundry College will take corrective action.

Confidentiality

To the greatest extent possible, Foundry College will strive to respect the privacy of all individuals involved in the reporting of a possible violation of this policy, including complainant(s), accused, and witnesses. Limited disclosure may be necessary in order to conduct an investigation and to comply with all relevant laws.