



Discrimination and Harassment Investigation and Response Procedures

Approved by the Board of Trustees
May 13, 2017

College by using the complaint reporting procedures below, file a complaint with the appropriate state or federal agencies, as detailed below.

Consistent with California Education Code Section 94367, the definition of harassment contained in this policy and its application to stud fed4 T-0.d4 T-0.d1g-0.d1gstentedd tfo1-81(d) 1fo1-81(d)i pr1

A. Reporting Alleged Harassment and/or Discrimination

Individuals who believe they have been subjected to harassment and/or discrimination, or have witnessed such conduct, are encouraged to report such conduct immediately to the following College representatives:

Harassment and Discrimination Grievance Coordinator (“Grievance Coordinator”)

**Brenda Rushforth, Assistant Vice President/CHRO
909-607-1686; Email: brenda.rushforth@pomona.edu
Office: Pendleton Building**

Grievance Intake Officers (“Intake Officers”):

**Lisa Beckett, Professor of Physical Education and Associate Director
of Athletics
909-621-8428; Email: lisa.beckett@pomona.edu
Office: Rains Center 225**

**Fernando Lozano, Associate Professor of Economics and Associate
Dean of the College
909-621-8518; Email: fernando.lozano@pomona.edu
Office: Carnegie Building 215**

**Ellie Ash-Bala, Associate Dean, Student Affairs; Director, Smith
Campus Center
909-621-8611; Email: ellie.ash-bala@pomona.edu
Office: Smith Campus Center Suite 244**

B. Evaluation of Complaint for Possible Violation of the Sexual Misconduct Policy

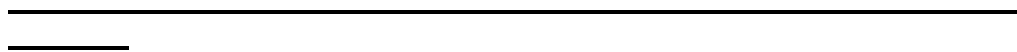
In appropriate circumstances, Intake Officers will confer with the Title IX Coordinator who will determine if the complaint brought under these Procedures implicates elements of the College’s Sexual Misconduct Policy. If the Title IX Coordinator determines that the complaint involves the Sexual Misconduct Policy, then all aspects of the complaint (including other claims of harassment and/or discrimination outside the scope of the Sexual Misconduct Policy) will be investigated and adjudicated (as appropriate) under the College’s Sexual Misconduct Policy.

C. Expectations of Privacy

The College will make all reasonable efforts to maintain the privacy of the parties involved in an investigation for a complaint as well as the privacy of the details of an investigation and, except where permitted by law, the sanctions imposed. This may include redacting private, sensitive information unrelated to the facts and circumstances of the case pursuant to the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and other privacy protections, as well as the College’s instant Procedures. In

initial intake through the final resolution, the Grievance Coordinator and the Grievance Coordinator's Team may consult with appropriate experts or with the Collet

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involved, the names of any witnesses, and the times and locations of the alleged discriminatory or harassing behavior.

C. Investigation Structure

In conducting an investigation, the Investigator will be particularly sensitive to concerns regarding ret20(s)-1c

take steps to prevent recurrence of any discrimination or harassing conduct and to correct any discriminatory effects on the Complainant(s) or other students, faculty, staff, or contractors, if appropriate.

The appropriate Vice President may consult with Grievance Coordinator and/or the College's Office of Human Resources if appropriate to ensure consistency of sanctions/discipline and will have access to the complete record of the case in order to determine any sanctions to be imposed or corrective action to be taken. In addition, the Respondent's prior disciplinary conduct shall be taken into account when recommending a sanction.

The appropriate Vice President will communicate the decision in a notice to the Grievance Coordinator and the parties within two weeks. The Complainant's notice of the details of the sanction(s) imposed on Respondent, if any, may be limited due to Respondent's FERPA or other applicable rights to privacy concerning educational or work records.

If appropriate, the appropriate Vice President will also enter the decision into the Respondent's personnel file (if an employee) or academic record (if a student). It is the College's intent that the sanction(s) imposed will be implemented immediately; however, any decision rendered may be subject to grievance and arbitration procedures of any applicable collective bargaining agreement. If the Respondent is a member of the executive staff of the

permitted by law. Records of investigations and disciplinary review are maintained by the College for five (5) years as indicated below.

If the Respondent is a student and there is a finding of responsibility for a Policy violation, the records will be maintained for five (5) years past the student's graduation or if the student leaves the College before graduation, for five (5) years past their original expected graduation date.