

The Community College System of New Hampshire (CCSNH) is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity and integrity. In light of these objectives, CCSNH prohibits: 1) all manner of discrimination in the administration of its education and employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law; and 2) will not in any instance tolerate harassment, intimidation or bullying behavior of any kind.

The purpose of this policy is to establish and communicate to all employees:

The type of conduct that is prohibited by this policy;

The responsibility of supervisors, managers and executives to establish a learning and work environment that is free from harassment and discrimination and to encourage reporting of discriminatory conduct, harass

This policy applies to all CCSNH and College employees, students, contractors, and any other person whose conduct affects the learning and work environment, at the place of work and/or in the course of employment.

- A. Bullying and harassment are both defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment that unreasonably interferes with an employee's work performance, a student's educational program or activity, or creates an intimidating, hostile or otherwise offensive environment.
  1. Verbal bullying and harassment: Slandering, ridiculing or maligning a person or his or her family or associates; persistent name calling that is hurtful, insulting or humiliating; using a person as the target of jokes; obscene, abusive and offensive remarks or nicknames; shouting or raising voice at an individual in public or private; constant criticism on matter(s) unrelated or minimally related to the person's job performance or job description; public reprimands.
  2. Physical bullying and harassment: Pushing, shoving, kicking, poking, tripping, assaulting or threatening physical assault, damage to a person's work area or property; unwanted physical contact, physical abuse or threats of physical abuse to an individual or an individual's property (*i.e.*, defacing or marking up property).
  3. Gesture bullying and harassment: Nonverbal threatening or obscene gestures; glances that can convey threatening messages.
  4. Other bullying and harassment: Socially or physically excluding or disregarding a person in educational and/or work-related activities; not allowing the person to speak or express himself or herself (*i.e.*, ignoring or interrupting); public humiliation in any form; deliberately interfering with mail or other communications; spreading rumors or gossip regarding individuals; encouraging others to disregard a supervisor's instructions.
- B. Intimidation is defined as intentional inappropriate behavior that would cause a person of ordinary sensibilities to fear injury or harm

3.

Supervisors, managers and executives (Responsible Officials) who observe, are informed of, or reasonably suspect incidents of possible discrimination, harassment, intimidation and bullying, or retaliation must immediately report such incidents to the College Human Resource Officer or CCSNH Director of Human Resources. Failure to report such incidents will be considered a violation of this policy and may result in disciplinary action. Responsible Officials must take effective measures to avoid further discriminatory conduct, harassment, intimidation, bullying or retaliation pending completion of an investigation.

Complaints or reports of incidents of discrimination, harassment, intimidation and bullying, or retaliation related to such complaints or reports may be made, either in writing or verbally, to an