

## Harassment/Discrimination INCIDENT NOTIFICATION FORM

Conduct prohibited by CBC's Prevention of Discrimination and Harassment Policy are those actions which occur on the basis of race, color, sex, religion, creed, age (over 40 years old), marital status, national origin, sexual orientation, disability, honorably discharged veteran or military status, and the use of a trained dog guide or service animal by a person with a disability ("protected class status").

Any employee or student who believes he/she has been subject to harassment/discrimination based on an individual's protected class status has the right to file a complaint using this form. For an employee or student who believes that he/she has been harassed and/or discriminated based on the individual's protected class status in employment, or those students who feel that they have been harassed by or discriminated based on the individual's protected class status by an employee of CBC may submit the completed form to Camilla Glatt, Vice President for Human Resources & Legal Affairs, or any supervisor or administrator for routing to Ms. Glatt. For student complaints of harassment and discrimination based on an individual's protected class status by other students, the complainant student may submit the completed form to Dr. Madeline Jeffs, Vice President for Student Services. Other complaints will be routed to the appropriate Vice President for consideration and/or investigation.

Name of person making complaint		Date	
Work area/department	Work phone number	Home phone number (optional)	
Name, title or other descripti	on of individual(s) against whom the	ne complaint is directed:	
Type of complaint (On what □Race	basis do you believe you are being	harassed/discriminated against?)	Religion
□Creed	□Age	☐Marital status	☐ National origin
□Sexual orientation □Sexual harassment	□Disability	□Veteran/Military Status	☐ Dog Guide or Service Animal
	ons that serve as the basis of your c. (Attach additional sheets and any	complaint. Include information about notes/evidence if necessary).	what happened, where

## RETALIATION IS EXPRESSLY PROHIBITED

CBC is committed to protecting students, staff and faculty from retaliation. You have the legal right at any time to raise the issue of harassment/discrimination without fear of reprisal. Any person who thinks he/she has been the victim of retaliation should contact the Vice President for Human Resources & Legal Affairs immediately.

To the extent possible, investigations will be conducted in a discreet and sensitive manner. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or potentially unlawful behavior is made known.

CBC is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to CBC. CBC's Prevention of Discrimination and Harassment Policy is not intended to stifle teaching methods or freedom of expression generally. However, discrimination or harassment of any form based on an individual's protected class status is neither legally protected expression, nor the proper exercise of academic freedom; it compromises the integrity of CBC, its tradition of intellectual freedom, and the trust placed in its employees.