

STATEMENT OF NON-DISCRIMINATION	Metropolitan Community College (MCC) is committed to providing an inclusive and welcoming environment for all members of our community, with access to courses, programs, employment, services, or extracurricular activities free from discrimination and harassment. MCC prohibits discrimination, including harassment, against any individual(s) on the basis of race, color, religion, sex (including pregnancy, sexual orientation and gender identity or expression including transgender status), age (40 or older), national origin, disability, genetic information (including family medical history) or any other class protected by law. MCC shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability and religious reasons unless it can demonstrate that making the modification would cause it undue hardship or fundamentally alter the nature of the service, program, or activity.
PURPOSE	The Metropolitan Community College Board of Trustees authorizes the Chancellor to develop, implement, and maintain uniform and consistent procedures regarding discrimination and harassment with regard to employees as defined in this policy.
APPLICABILITY	The policy applies to MCC employees to include individuals who were employees or applicants for employment at the time of the alleged behavior or conduct, contractors, visitors, volunteers, and board members in any aspect of MCC's educational programs, activities or employment that occur on MCC-controlled properties, as well as official offsite MCC-affiliated and sponsored events.
DISCRIMINATION	MCC prohibits discrimination. Discrimination against an employee under this policy is defined as conduct directed at an employee on the basis of race, color, religion, sex (including pregnancy, sexual orientation, and gender identity or expression including transgender status), age (40 or older), national origin, disability, genetic information (including family medical history) or any other class protected by law, that adversely affects the employee's employment or status thereof.
HARASSMENT	MCC prohibits harassment. Harassment of an employee under this policy is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex (including pregnancy, sexual orientation and gender identity or expression including transgender status), age (40 or older), national origin, disability, genetic information (including family medical history) or any other class protected by law, when the conduct is so severe, persistent, or pervasive that the conduct:

ADOPTED: July 11, 1985
REVISED: November 17, 1994; March 13, 2003, March 15, 2012; August 20, 2015; and August 20, 2020.

Editorial Correction: February 9, 2023

OFFICE OF RESPONSIBILITY: Office of Civil Rights

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment;
or
3. Otherwise adversely affects the employee's performance, environment, or employment opportunities.

RETALIATION	MCC prohibits retaliation. Retaliation is defined as adverse treatment, including intimidation, reprisal, and harassment, against an individual because he/she/they has alleged to have experienced discrimination or harassment, or against another employee who, in good faith files a complaint of discrimination or harassment or against any individual who participates in the investigation or resolution of a complaint of discrimination or harassment under this policy. Individuals who engage in retaliation are subject to disciplinary action including termination.
FALSE CLAIM	MCC encourages all good-faith complaints of discrimination, harassment and retaliation. It is a violation of this policy to intentionally make a knowingly false claim under this policy.
REPORTING	<p>MCC hereby designates an appropriate department responsible for overseeing compliance with anti-discrimination laws. Further, this department shall be charged with reviewing, investigating, where applicable, and resolving all allegations of discrimination, harassment and retaliation. MCC encourages individuals who believe they have been discriminated against, harassed or retaliated against to file a complaint with the below department and in accordance with the applicable procedure.</p> <p>Civil Rights Administrator Office of Civil Rights Broadway Plaza. Suite 306 3217 Broadway Kansas City, MO 64111 Email: Institutional.Equity@mccckc.edu Phone: (816) 604-1353</p> <p>Complaints of discrimination and harassment under this policy against the Civil Rights Administrator may be directed to the Chancellor: Office of the Chancellor 3200 Broadway Kansas City, 64111 Email: Chancellors.Office@mccckc.edu Phone: (816) 604-1011</p>
CONFIDENTIALITY	
PROMPT, THOROUGH AND IMPARTIAL	MCC will protect the confidentiality of employees who report discrimination, harassment, or retaliation or participate in a discrimination, harassment or retaliation investigation to the greatest extent possible.

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INVESTIGATION

MCC shall promptly, thoroughly, and impartially investigate all allegations of discrimination, harassment and retaliation in accordance with the applicable procedure. The complainant and respondent have the right and can expect to have reports taken seriously by MCC when reported, and to have those complaints resolved through the appropriate procedures.

TIMELINES

MCC will investigate claims within a reasonable timeline as outlined in the applicable procedure.

CRIMINAL INVESTIGATION	If a law enforcement or regulatory agency notifies MCC that a criminal or regulatory investigation has been initiated, MCC shall partner with the law enforcement or regulatory agency and where appropriate, proceed in accordance with applicable procedure.
POLICY VIOLATION	Consequences for violating this policy vary based on the facts and circumstances of each situation, using the preponderance of evidence standard. In determining the severity of discipline or corrective action, factors such as the frequency and severity of the offense and any history of past discriminatory, harassing, or retaliatory conduct are relevant. Discipline or corrective action includes but is not limited to written reprimand, suspension, required training, and termination. An individual has the right to file an appeal in accordance with the applicable procedure.
APPEAL	
TRAINING	The investigators, decision-makers, and any individual who facilitates an informal process or formal process will be appropriately trained.
RETENTION OF RECORDS	MCC shall maintain all records pertinent to this policy and all stages of the complaint process in accordance with applicable retention laws and procedures.
ADOPTION	This policy shall be effective as of the date of adoption by MCC's Board of Trustees. MCC shall publish the adoption of this policy on MCC's website at the direction of the responsible office as set forth in this policy.
POLICY MODIFICATION	This policy may be modified or revoked at any time at the sole discretion of MCC's Board of Trustees. The above-listed contact information for reporting and the below agency contact information may be updated as needed and without requiring the approval of MCC's Board.
FILING WITH AGENCIES	Individuals alleging discrimination, harassment or retaliation have the right to file a complaint with the appropriate government agencies. Missouri Commission on Human Rights 3315 W. Truman Blvd., Rm 212 P.O. Box 1129 Jefferson City, MO 65102-1129 Phone: 573-751-3325 Fax: 573-751-2905 mchr@labor.mo.gov U.S Equal Employment Opportunity Commission (Employees) Gateway Tower II

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400 State Ave., Suite 905
Kansas City, KS, 66101
Phone: 1-800-669-4000
Fax: (913) 551-6957 www.eeoc.gov

REFERENCE

3.30010 DP Non-Discrimination and Harassment - Employee District Procedure