A. Sexual harassment of employees or students by a Gaston College employee is illegal and in violation of the College's policy and the institution's employment standards.

B. Sexual harassment may be defined as making unwanted or unwelcome requests for sexual favors, or other unwanted or unwelcome verbal or physical conduct of a sexual nature. This type of behavior can also be illegal when it creates an intimidating, hostile, or offensive work/instructional environment.

C. Some examples of sexual harassment:

1. Verbal: sexual innuendo
   a. suggestive comments
   b. insults
   c. humor and jokes about sex or gender-specific traits
   d. sexual propositions
   e. threats

2. Non-verbal:
   a. suggestive or insulting sounds
   b. leering
   c. whistling
   d. obscene gestures

3. Physical:
   a. touching
   b. pinching
   c. brushing the body
   d. fondling the body
   e. coerced sexual intercourse
   f. assault

D. Any employee who believes he or she has been the subject of sexual harassment should report the incident immediately to his/her immediate supervisor or another College administrator if the immediate supervisor was involved in the incident. An investigation of all complaints will be performed.

E. Any employee who has been found to have sexually harassed another employee or student will be subject to appropriate personnel actions as described in Policy 3-20, Violations of Employee Standards of Conduct.
F. Proven sexual harassment may result in legal liabilities to the individual and the College. The offending individual may be held personally liable and open to civil or criminal prosecution. The College recognizes that false accusations of sexual harassment can have serious effects on innocent individuals. All employees of the College must act responsibly to establish a work and instructional environment free of sexual harassment.