



AP 3053 Respectful College Community

References:

NWCCU 2020 Standards 2.D.2. and 2.D.3.

Purpose

The College is committed to fostering a respectful, inclusive, and safe environment for all members of our community. In alignment with Board Policy and the College's core values, this procedure outlines expectations for conduct, reporting options, and accountability measures that support the College's mission.

Expectations

All members of the College community, such as employees, students, vendors, contractors, visitors, and members of the public, are expected to:

- Treat others with dignity and respect in behavior and communication, whether on campus or in College activities.
- Accept responsibility for the appropriateness of their own conduct.
- Comply with all laws, policies, procedures, and contracts governing workplace and academic behavior.

Prohibited Conduct

Examples of prohibited conduct include, but are not limited to:

- Physical violence or threats of violence.
- Disruption of student learning or College operations.
- Excessive rudeness.
- Behavior that humiliates others.
- Disparaging or prohibiting the use of languages other than English in a way that excludes or demeans others.

Unlawful discrimination and harassment based on protected status are addressed under the College's discrimination and harassment policies and procedures.

Reporting

Reports of inappropriate behavior may be made to a supervisor, Human Resources, the Office of Diversity, Equity, and Inclusion, or other appropriate College authority. Reports may be made by individuals directly involved or by others who witness or become aware of inappropriate conduct. Reports will be taken seriously and followed up on promptly. If a supervisor receives a report concerning an employee, they will consult with Human Resources to determine the appropriate course of action.

Investigation

Some reports may be resolved through informal means. When further review is needed,



the supervisor will investigate the concern with guidance from Human Resources as appropriate. Investigations will be conducted as promptly and impartially as possible, and may involve consultation with other College offices as needed.

The College will determine whether a violation occurred based on the perceptions of those involved and the reasonable person standard. The person directly impacted by the conduct will be notified, as appropriate, when the process is complete and whether the claim was substantiated, unsubstantiated, or inconclusive. Others who make a report may be notified that the matter has been addressed, but details of the outcome will not be shared to maintain confidentiality.

Sanctions and Corrective Action

Violations of this procedure may result in corrective or disciplinary action appropriate to the individual's role, including but not limited to:

- **Employees:** disciplinary action, up to and including termination, subject to applicable contracts or collective bargaining agreements.
- **Students:** action under AP 5520 Student Discipline Procedures and AP 5530 Student Rights and Grievances.
- **Vendors and contractors:** cancellation of contracts, subject to contract terms.
- **Members of the public and visitors:** trespass from College property.

The College may use education, corrective action, or discipline as appropriate to the circumstances.

Retaliation

Retaliation against any person for making a report or providing information is prohibited by College policy and federal and state law. Acts of retaliation may result in corrective or disciplinary action as outlined above.

Rescinds Procedure Number: AP-024

Approved: April 13, 2020

Revised: November 18, 2025