

Associated Technical College Rules of Conduct 'Harassment'

The basic rules of conduct as outlined in the school catalog, all students must agree to conduct themselves as professionals in a work environment.

Harassment, whether it be sexual harassment or harassment based on belief, ethnicity, disability, sexual identity or any other characteristic that may be selected, is **strictly prohibited** whether visible, verbal or physical in nature. Students are to be respectful to one another, considerate of differences and various views. Bear in mind that some individuals may consider "joking", "kidding around", etc. to be a harassment and act accordingly.

Reports of harassment should be made to the students' instructor and may also be reported in writing to: Diversified Education Company Corporate Office, 1670 Wilshire Boulevard, Los Angeles California 90017. Reports will be investigated.

We consider harassment as a serious offense with no place in a professional setting. A first verified report of harassment would result in a warning, or expulsion, depending on the seriousness of the offense. A second verified report of harassment would result in dismissal without the option of return.

The policy applies to instructors and staff as well as students.

