



MADISON AREA TECHNICAL COLLEGE HARASSMENT REPORTING PROCEDURE FOR EMPLOYEES

Madison Area Technical College is committed to providing a working and learning environment that is free of harassment, discrimination, and unfair treatment. The District will prevent, and, if necessary, remedy discrimination or harassment that is based on age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation or a record of arrest or conviction, unless such distinction results from a program requirement or bona fide occupational qualification. For more information, reference the [Non-Discrimination and Non-Harassment](#) policy.

What is harassment?

Harassment includes any of the verbal/physical conduct listed below which is based on the protected status of the individual:

- Derogatory comments, jokes or slurs, physical harassment including unwanted contact, assault, impeding or blocking movement or any interference with activity appropriate in the workplace that have the purpose or effect of creating an intimidating, hostile or offensive work environment or which substantially interferes with the employee's work performance.
- Visual harassment including derogatory posters, cartoons or drawings that have the purpose or effect of creating an intimidating, hostile or offensive work environment or which substantially interferes with the employee's work performance.
- Sexual harassment also includes unwelcome sexual advancements, unwelcome physical contact of a sexual nature or unwelcome physical or verbal conduct of a sexual nature, the submission to which is either explicitly or implicitly a term or condition of the individual's employment or whenever submission to or rejection of such conduct is used as the basis for employment decisions. Sexual/gender harassment may also be found where the conduct creates an intimidating, hostile or offensive work environment or which substantially interferes with an employee's work.

I want to report harassment, what do I do?

Report the facts of the incident and the names of the individual(s) involved within 30 days, if at all possible, to one of the following: employee's supervisor, any other supervisor, a member of the Human Resources staff, or the Affirmative Action/Equal Employment Opportunity Officer:

Rosemary Buschhaus, Director of Employment & Employee Relations
Human Resources Department
1701 Wright Street, Rm. E1861
Madison, WI 53704
608-246-6904
rbuschhaus@madisoncollege.edu

What happens after I report harassment?

All reports of harassment are taken seriously and will be investigated thoroughly and promptly. To the fullest extent possible, the College will keep the report of harassment and the terms of any resolution confidential. The College representative conducting the investigation will determine the best course of action for the investigation and take into account the rights of everyone involved.

What are some possible resolutions from reporting harassment?

There are many ways a situation can be resolved such as:

- Agreement to stop the behavior;
- Formal apology;
- Training, counseling, and coaching regarding expectations of appropriate workplace conduct;
- Disciplinary action, up to and including termination of employment; or,
- No further action may be taken because key facts relating to the alleged harassment were not established or the facts do not establish that harassment occurred.

If you have any questions regarding how to report harassment or for information regarding the policy, please contact Rosemary Buschhaus.