

INFORMATION AND PROCEDURES FOR COMPLAINTS OF SEXUAL, RACIAL, ETHNIC, SEXUAL ORIENTATION OR RELIGION-BASED HARASSMENT AGAINST NON-FACULTY EMPLOYEES

The Human Resources Department is responsible for administration of this policy. Its role is to function as a timely, protective, and compassionate arm of the College, one which not only sensitizes and educates the College community, but also demonstrates the College's commitment to fair treatment of, and respect for, all its members.

The Assistant Vice President for Human Resources, (or a designate), is responsible for adjudicating incidents of harassment when complaints are against any non faculty employee of the College. Complainants are ensured a safe, impartial, non-adversarial setting whereby the problem may be considered or solved informally through confidential counseling and, if appropriate, mediation between the complainant and the alleged harasser. If resolution cannot be accomplished informally, complainants may file a written complaint with the AVP. At this time the AVP will conduct an official investigation.

If you have a question about harassment or would like to address confidentially a harassment situation in the workplace, please contact any of the resources listed below:

- A. AVP for Human Resources: Michelle.Cabral@trincoll.edu
- B. Vice President for Diversity, Equity, and Inclusion: Anita.Davis@trincoll.edu
- C. Director of Women, Gender & Sexuality Center: Laura.Lockwood@trincoll.edu
- D. Associate Director of Human Resources: Donna.Ciarfella@trincoll.edu
- E. Ombudsperson: staffombudsperson@trincoll.edu