



## **Obligation to Report Discrimination or Harassment**

### **1. PURPOSE**

This policy establishes the expectations for ensuring an obligation to report discrimination or harassment, of any kind, at Northern Pennsylvania Regional College (“NPRC” or the “College”).

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all employees, students, and anyone acting on behalf of, working for, or providing a service to the College.

### **3. REFERENCES**

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-1065: Whistleblower
- 3.5 NPRC-1210: Nondiscrimination and Equal Opportunities
- 3.6 NPRC-2110: Employee Code of Conduct
- 3.7 NPRC-2902: Harassment and Sexual Harassment
- 3.8 NPRC-1205 : Sexual Discrimination and Sexual Misconduct
- 3.9 NPRC-3235: Behavioral Code of Conduct for Students
- 3.10 NPRC-2120: Corrective Action
- 3.11 PROC-2120-01: Corrective Action
- 3.12 NPRC-3311: Instructor Code of Conduct

### **4. DEFINITIONS**

- 4.1 Obligation to report is a sense of duty and responsibility as an employee or interested party to report dishonest or unethical actions.
- 4.2 To act in good faith means that disclosed information or actions are taken honestly and without deliberate intention to deceive another.

4.3 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.

4.4 Student is any individual enrolled in any course(s) of instruction offered by Northern Pennsylvania Regional College.

## **5. POLICY**

5.1 The College prohibits discrimination based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age, or other classification protected by applicable law.

5.2 Any member of the College community observing or having knowledge of a violation or suspected violation of NPRC policies including but not limited to incidents of discrimination or harassment, sexual assault, or other acts of sexually related violence is obligated to immediately report, in good faith, that a violation has occurred through the College website.

5.3 The College must conduct an investigation, including, but not limited to, reaching out to all involved parties, offering a range of services, and corrective action as deemed necessary as outlined in PROC-2120-01: Corrective Action.

5.4 The College prohibits and will not engage in retaliation against any person who in good faith reports a violation of policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law as set forth in NPRC-1065: Whistleblower.

5.5 If an accusation is found to be false and the complainant is identified as deliberately making a false statement, the complainant will be subject to NPRC-2120: Corrective Action.

5.6 Failure to report an incident of discrimination or harassment may result in corrective action.

## **6. RESPONSIBILITIES AND TIMELINES**

6.1 Any member of the College community with questions or concerns about any type of discrimination or harassment within NPRC can bring these issues to the attention of their supervisor, appropriate divisional Vice President, or file a formal concern or complaint via the College website.

6.1.1 Individuals outside of the College community with questions or concerns about any type of discrimination or harassment can file a formal concern or complaint via the College website or with the Pennsylvania Department of Education Equal Employment Opportunity Representative, Bureau of Human Resources.

6.2 The Human Resources Department is responsible for coordinating the investigation, resolution reporting, and maintaining records.

6.3 The Vice President of Finance and Operations is responsible for the oversight of this policy.

## 7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

## 8. SIGNATURES

*Signature on file*

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Chairperson, Board of Trustees      Date

*Signature on file*

\_\_\_\_\_  
President      Date

Revision Notes: Policy in Revision