



**BOARD POLICIES  
3120-3124**

**BP 3120 Equal Employment Opportunity**

The Santa Monica Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. All qualified applicants for employment and employees shall have full and equal access to employment opportunity. No person shall be subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, veteran status, or medical condition. No person shall be subject to discrimination on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees shall approve the Equal Employment Opportunity Plan, and assume overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code

and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

**BP 3121 Diversity**

The Santa Monica Community College District is committed to building an inclusive and diverse environment and maintains a comprehensive program to ensure that practice reflects these principles. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploring the diversity of the local communities served by the college are both important components of the College's commitment to diversity. Embodying, promoting and celebrating diversity inspires innovative ideas, practical solutions, and team-building in achieving the District's goal of professional and educational excellence.

**BP 3122 Non-Discrimination in Employment**

The Santa Monica Community College District is a multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations. The activities, programs, classes, workshops/lectures and everyday interactions of this District are enriched by our acceptance of one another, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect.

Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national

origin or disability.

The District is committed to providing an equal opportunity for employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This nondiscrimination policy covers treatment in District employment.

**BP 3123 Sexual Harassment**

Sexual harassment of students or employees in the academic and work environments violates both federal and state law and this District policy, and it will not be tolerated. It also violates federal and state law and this policy to retaliate against any individual for filing a complaint of sexual harassment, or for participation in the investigation or resolution of a formal or informal, written or oral complaint of sexual harassment.

This policy also applies to the unlawful harassment of any employee as to all terms and conditions of employment with the District, including but not limited to hiring, placement, evaluation, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities, compensation, work assignments, and hours of work, shifts, or workload.

This policy applies to the unlawful harassment of any student on the basis of sex by any employee of the District including but not limited to, classroom conditions, grades, academic standing, scholarships, recommendations, employment opportunities, disciplinary action, or any other aspect of college life within the control of the District or its employees.

This policy shall be posted in prominent locations on college campuses and in the Office of Human Resources, incorporated into orientation materials for new students and for new and current faculty and staff. Questions regarding this policy should be directed to the Vice President, Human Resources.

**BP 3124 Workplace and Campus Violence**

Santa Monica College prohibits workplace and campus violence and strongly promotes civility in the workplace. The District is committed to maintaining a safe, collegial environment in which fear, intimidation and bullying will not be tolerated. Treating others with civility and respect and refusing to perpetuate or tolerate bullying behavior are expected performance standards of administrators, management, faculty, staff, volunteers and students as well as vendors, independent contractors and visitors to the College.

Verbal, written and/or emotional or physical abuse, threats, intimidation, or violence against others will be considered a violation of the community of mutual respect which is an integral part of the goals, objectives and mission of the Santa Monica Community College District.

"Bullying" is any habitually cruel, hostile behavior perpetrated upon individuals or groups for the purpose of intimidation. This behavior may result in physical and/or emotional distress to the target of such acts and has the potential to lead to violent outcomes.

Employee witnesses to acts of bullying must take responsible action to report such acts to the District. Complaints should be forwarded to the Superintendent/President or Designee. Upon conclusion of an investigation of a complaint, and if the complaint is found to be valid, the District will ensure that remedial action is taken. Anyone who files a complaint in which he/she knowingly makes a false accusation may be subject to appropriate discipline.

This policy will be published in college publications (e.g. Website, catalog).