

## **DISCRIMINATION AND SEXUAL HARASSMENT POLICY AND PROCEDURES**

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It is the policy of Ohio Business College to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, gender, sexual orientation, national origin, handicap, or age. Ohio Business College also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Student complaints of discrimination are investigated by the Corporate Director of Education.

Procedures for filing a complaint are as follows:

1. **Determination That a Complaint Exists:** A complaint is a written statement alleging a violation of the rights of one or more persons and includes a request that institutional action be taken. All complaints must be written and filed by mail to: Tri-State Educational Systems, Inc., 6690 Germantown Road, Middletown, OH 45042, Attn: Corporate Compliance Coordinator.
2. **Acknowledgement of a Complaint:** Receipt of a complaint will be acknowledged in writing and the complainant will be informed of the steps to be taken to evaluate and resolve the complaint.
3. **Determination of Sufficient Information to Proceed:** A determination will be made as to whether the complaint includes sufficient information to support the facts included in the complaint. The complaint should include contact information for the complainant, a written explanation of what happened, the injured person or group, and who committed the alleged discrimination. Missing information will be requested by phone or in writing and must be provided by the complainant within 20 calendar days of the request. If not provided within 20 calendar days, the complaint will be considered closed. Assistance with preparation of a complaint will be provided for individuals with disabilities.
4. **Timeliness of Complaint:** A complaint must be filed within 180 calendar days of the date of the last alleged act of discrimination in order to be considered timely. The filing date of the complaint is considered the earlier of the postmark date or the date the complaint was received by the Corporate Compliance Coordinator. A waiver of these requirements may be granted under conditions of documented incapacitation within the 180-day period. If a waiver is granted, the complaint must be filed within 60 days after the end of the period of incapacitation; if a waiver is not requested or requested but not granted, the complaint will be closed and the complainant will be notified.
5. **Declining to Proceed Further:** An investigation will be closed if the complaint is so weak, or unsubstantiated, or lacking in detail that it is without merit, or so incoherent that it cannot be considered to be grounded in fact; the complainant decides to withdraw the complaint; or the complainant or injured party dies. The complainant will be notified of this decision.
6. **Resolution:** Complaints will be investigated by interviewing witnessing and involved parties, reviewing written policies and procedures and file documents containing facts pertinent to the complaint. A notice of resolution will be issued to involved parties on conclusion of the investigation.