



**PITZER
COLLEGE**

A MEMBER OF THE CLAREMONT COLLEGES

Policy Booklet 2009-10

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ASBESTOS NOTIFICATION & REPORT

DATE: October 1, 2009
TO: Pitzer Faculty, Staff and Students
FROM: Yuet K. Lee, Vice President for Administration/Treasurer
RE: **Asbestos Notification for 2009-10**

In the Fall of 1989, the California legislature passed Assembly Bill 3713, known as the Asbestos Notification and Disclosure Bill. This bill requires owners of all buildings in which "asbestos-containing construction materials" are known to be present to notify employees and occupants of the buildings annually, regarding the presence of asbestos. In compliance with this legislation, the Physical Plant Department has updated a survey of all buildings throughout the Claremont Colleges and the results of that survey for the Pitzer campus are enclosed. The complete report for all buildings within The Claremont Colleges is available for your review in several office locations (listed below). This information is reviewed and distributed at the outset of each academic year in conformance with Assembly Bill 3713.

It is important to note that the mere presence of asbestos is not in and of itself a problem. Whether or not corrective action is required is determined largely by the location, kind, and condition of the asbestos-containing material. The Environmental Protection Agency identifies several appropriate courses of action including leaving the material in place, subject to periodic monitoring to determine that the material remains in good condition and is not subject to disturbance. Other remedies include enclosure, encapsulation or removal.

During the 1986-87 academic year, Pitzer undertook a facilities assessment to determine the presence and location of asbestos-containing material on campus. The College employed an industrial hygienist to evaluate the condition of the material and determine an appropriate course of action regarding abatement. The survey identified asbestos-containing material in insulation used to wrap pipes in boiler and mechanical rooms. The study also identified small but measurable amounts of friable asbestos in the sprayed acoustical ceilings of the dorms and Avery Auditorium. It was determined that the wrapped pipes and Avery ceiling were in good condition and not subject to routine disturbance. Visible signs of disturbance of the acoustical ceilings in the dorms, however, indicated that the most appropriate course of action was removal. During the summer of 1987 the College undertook an asbestos abatement program in the dorms at a cost of roughly \$500,000. During the 1998 Scott Lobby renovation project, asbestos-containing materials were removed from the lobby. Each year, floor tiles containing asbestos have been removed during classroom, hallway, office and dormitory renovations. Also, asbestos-containing insulation has been removed primarily in the renovated mechanical and electrical rooms and air handling units in Avery, Scott, Bernard and Fletcher Halls, McConnell Center and in Mead and Holden dormitories, over the past five years.

We believe we have taken the necessary steps to remove asbestos-containing materials determined to represent a potentially hazardous condition, i.e. a condition in which asbestos particles can be disturbed and released into the atmosphere or one in which asbestos-containing materials are located in a public area easily accessed and frequented by faculty, staff or students. Those areas in which asbestos-containing materials remain at Pitzer College are identified in the attached survey.

In order to minimize the potential for disturbing asbestos-containing material, maintenance employees are cautioned to avoid disturbing asbestos containing materials. This material should not be disturbed when cleaning or performing maintenance work. If the material is found to have been damaged, it should be reported to our campus facilities office. Only persons authorized in proper asbestos abatement will perform any work which may involve this material.

FOR ADDITIONAL INFORMATION

If you have any questions about the presence of asbestos-containing construction materials located in buildings on the Pitzer campus, please do not hesitate to contact Yuet Lee at extension 1-8243, or Larry Burik, 7-2226. Questions regarding other Claremont Colleges' facilities may be directed to the Physical Plant Department, 7-3423.

If you wish to see a copy of the current Asbestos Report from Physical Plant of all buildings within The Claremont Colleges, you may contact the Director of Facilities, 7-2226, or the Director of Human Resources, 1-8254.

INTRODUCTION TO ASBESTOS

Asbestos

Asbestos is a naturally occurring fibrous mineral found in Canada, Africa, Eastern Europe and the United States. In addition, it is a mineral fiber that has been used commonly in a variety of building construction materials for insulation and as a fire-retardant. Furthermore, it was used extensively in residential and commercial buildings between 1920 and 1978.

ACM

Asbestos containing material.

NESHAP (National Emission Standard for Hazardous Air Pollutants)

Regulations set forth by the U.S. Environmental Protection Agency to control asbestos emissions from renovation and demolition activities.

Where is asbestos found?

Asbestos may be found in materials such as insulation around pipes, ducts, and furnaces, ceiling tiles, fiber insulation, plasters, vinyl floor tiles, spray-on acoustical insulation and some wallboard patching compounds. Outside uses of asbestos include exterior roofing shingles, siding and concrete water mains.

Friable and Non-Friable Asbestos

Friable asbestos is typically loose degraded material that will crumble, flake, or otherwise release dust when disturbed. Examples are spray on acoustic material, flaking plaster, and water damaged pipe insulation. In addition, according to NESHAP, friable asbestos is a material that contains more than 1% asbestos, and when dry, can be crumbled, pulverized, or reduced to a powder by hand pressure.

Non-friable asbestos includes solid asbestos containing construction materials that are in good condition. They can only release asbestos fibers if they are physically disturbed by mechanical means, such as being chiseled, drilled, sanded or crushed. Examples are intact floor tiles, transite boards, cement products, and encased pipe insulation.

Asbestos in Buildings

All building occupants should bear in mind that the presence of asbestos containing materials in their building, undisturbed, does not represent any health hazard.

Exposure to asbestos fibers can only take place if the materials are disturbed and allowed to become airborne.

Do not disturb asbestos containing materials unless authorized by your Director of Facilities.

All employees and outside contractors must follow specific work practices outlined in the Asbestos Operations & Maintenance Program when working in a building where asbestos containing materials (ACM) are present. These procedures are available from the Environmental, Health and Safety Office of The Claremont Colleges.

In order to maintain a safe environment in the buildings, ACM are periodically re-inspected or monitored by air sampling. Furthermore, samples of suspect ACM are taken for analysis through the year as they are identified.

The following report is the list of all known friable and non-friable asbestos containing materials (ACM) in buildings compiled by Central Facilities Services of The Claremont Colleges.

KNOWN FRIABLE AND NON-FRIABLE ASBESTOS

Avery Hall

- ACM is present in the fireproofing in the enclosed area above the ceiling of the auditorium and is contained in piping insulation and floor tile in various areas of the building.
- Auditorium's acoustical ACM ceiling was removed in the summer of 1995.
- Roof, Air Handler & Electric Room – ACM piping insulation was removed in June 2002.
- ACM floor tile and mastic was removed on the stairs and landings and in various rooms throughout the building in June 2002.
- ACM floor tile and mastic was removed on eight separate stair landings in August 2002.
- Various ACM removed in 2009:
 - Entrance/Restroom Area Basement – Removed 9" floor tile/mastic – 100% complete
 - Sound Booth – Removed SAAC 50 sq. ft. on 5/21/09 plus 40 sq. ft on 5/31/09.
 - Backstage AV Offices/Rooms – Removed floor tile/mastic and 1% WBJC wall assemblies 5/27/09.
 - Removed TSI
 - Janitor's Closet – Removed limited quantity of wall board and joint compound from walls.
 - Second Floor Office – Removed wall board and joint compound, 1,500 sq. ft.
 - Breezeway and Rooftop – Removed all 3D mastic from breezeway and roof duct (20 sq. ft. from breezeway and 5 sq. ft. from duct); built roof – 150 sq. ft. abated.

Bernard Hall

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Roof, Air Handler – ACM piping insulation was removed in August 1999.
- ACM floor tile and mastic was removed in Computer Room 105 in August 2001.

Fletcher Hall

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Roof, Air Handler – ACM piping insulation was removed in August 1999.

Holden Hall

- ACM in all insulation on piping elbows, including the basement Boiler Room and steam tunnels and is contained in floor tile in various areas of the building.
- ACM. 9" VAT on some floors was removed in 1999.
- Mechanical Room, northeast side – ACM pipe fittings insulation was removed in December 2000.
- Mechanical Room – ACM boiler breaching, tank and pipe fittings insulation was removed in May 2001.
- Various areas of the building – ACM floor tile and mastic was removed in May 2001.
- First floor K wing, kitchen – ACM floor tile and mastic removed in July 2003.
- Basement, room B-3 – ACM floor tile and mastic removed in February 2004.

Mead Hall

- ACM is contained in piping insulation and floor tile in various areas of the building.
- Basement hallways – ACM floor tile and mastic was removed in August 1999.
- Basement chiller room – ACM piping insulation was removed in the summer of 1999.
- First floor air handler – ACM piping insulation was removed in the summer of 1999.
- First floor, apartment X – ACM piping insulation was removed in the summer of 1999.

- Basement Boiler Room – ACM elbows insulation from heating hot water system was removed in September 1999.
- Basement Boiler Room – ACM boiler breaching and insulation around two boilers stacks (from boiler to wall), hot water tank, pipe insulation, and pipe fittings were removed in June 2000.
- ACM floor tile and mastic was removed in January 2000 from corridor, stair landing, laundry, restrooms and storage rooms.
- Laundry Room – ACM floor tile and mastic, and pipe fittings insulation was removed in August 2000.

McConnell Center

- ACM is contained in piping insulation and floor tile in various areas of the building.
- ACM 9" VAT on stairs from lobby removed in 1995.
- Basement, Boiler Room – ACM feed water piping elbows insulation was removed in the summer of 1999.
- Basement, Boiler Room – ACM piping fittings and boiler insulation around two boiler stacks were removed in October 1999.
- Upper and lower Mechanical Rooms and Chiller Room – ACM pipe insulation from elbows, fittings and saddle supports were removed in January 2000.
- West end of the East Studio Room and east end of Ceramics Room – ACM floor tile and mastic was removed in January 2000.
- Room 104 – ACM floor tile and mastic was removed in April 2003.
- Room 118 – ACM removed in July 2007.

Ontario House

- Kitchen - ACM linoleum flooring, surveyed in July 2006.
- Basement – ACM heating duct insulation, surveyed in July 2006.
- Basement – ACM mixing box insulation tape, surveyed in July 2006.

President's House

- ACM Kitchen linoleum and floor tile was removed in June 2002.
- No ACM found, surveyed in July 2006.

Sanborn Hall (Old)

- All ACMs removed and building demolished in the summer of 2008.

Scott Hall

- ACM is contained in piping insulation and floor tile in various areas of the building.
- ACM in all insulation on piping elbows, including basement.
- Machine room, air conditioning equipment – ACM piping insulation was removed in May 1999.
- Boiler room – ACM boiler stack and piping insulation was removed in May 1999.
- First and second floor, north hallways – ACM floor tile and mastic was removed in January 2000.
- Second floor office 201 – ACM floor tile and mastic was removed in July 2004.

No ACM Found in the Following Buildings:

Broad Center,
 Broad Hall,
 Gold Student Center,
 Grove House, and
 Keck Joint Science Center.

Campus Safety Annual Report

PITZER COLLEGE

Annual Campus Safety Report

2008

(Jan. 1 – Dec. 31, 2008)

Prepared by the
Department of Campus Safety
251 E. Eleventh Street
Claremont, CA 91711
Phone: (909) 621-8170
On campus extension: 72000
Web Site: www.cuc.claremont.edu/cs

This information is provided in compliance with The Crime Awareness and Campus Security Act of 1990 (amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*)

SUMMARY OF THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires all public and private institutions of postsecondary education participating in federal student aid programs, to disclose certain timely and annual information about campus crime and security policies.

Schools must annually publish a report by October 1st that contains three years of on/off campus crime statistics. These statistics must be gathered from campus police or security, local law enforcement, and other school officials who have significant responsibility for campus activities. Professional mental health and religious counselors are exempt from reporting requirements. The report must also contain certain policy statements, including Sexual Assault policies - which assure basic victims' rights and outline procedures to be followed in Sex Offenses; Weapon, Alcohol and Drug Policies.

Crimes are reported in the following seven major categories:

- 1. Murder; Negligent and Non-negligent Manslaughter***
- 2. Sex Offenses, including Rapes, Forcible and Non-forcible Sex Offenses***
- 3. Robbery***
- 4. Aggravated Assault***
- 5. Burglary***
- 6. Motor Vehicle Theft***
- 7. Arson***

We must also disclose, by geographic location and by category of prejudice, any of the aforementioned offenses, and any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. These categories of bias are: race, gender, religion, sexual orientation, ethnicity, national origin and disability.

Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral:

- 1. Liquor Law Violations***
- 2. Drug Law Violations***
- 3. Illegal Weapons Possession***

Campus crime statistics must be reported by location: **On campus** (owned, contiguous, educational or student-used); **In Dormitories or other student residences** (within the on-campus area); **Non-campus buildings or property** (frats, non-contiguous owned and student-used); and **Public Property** (streets, sidewalks, lots adjacent to campus).

Schools are also required to provide timely warnings/notices of crimes that pose an on-going threat to students and employees. In addition, a daily log, which records all crimes reported to the campus police or security department must be maintained and open to public inspection during normal business hours. Limited information maybe withheld to protect victim confidentiality.

The annual report is to be made available to all currently enrolled students and all employees by October 1 each year. The report must also be provided to any prospective student or prospective employee upon request. The report must be distributed to all current students and employees by one of the following: directly by publications and mailings; by the US Postal Service; by campus mail; email or a combination of these methods. Posting the Annual Campus Safety Report on an Internet or Intranet Web site is also permissible as long as the required recipients are notified and provided the exact (URL) Internet or Intranet web site at which the report is posted.

The Claremont Colleges are a unique consortium of seven independent institutions including: Pomona College, Claremont McKenna College, Pitzer College, Harvey Mudd College, Scripps College, Keck Graduate Institute and the Claremont Graduate University. Each has its own campus, administration, student body, faculty, trustees, curricular emphasis, and distinctive style and mission. They all, however, share the resources and services of a central coordinating body known as the Claremont University Consortium (CUC). Under the auspices of CUC, Campus Safety and 17 other organizations provide support and services to The Claremont Colleges.

THE DEPARTMENT OF CAMPUS SAFETY

Campus Safety provides a full range of services to The Claremont Colleges community 24 hours a day, year `round. The department is located at 251 E. Eleventh and can be reached on campus by dialing extension 72000 from any campus phone, or by calling (909) 621-8170 from any phone not on the campus telephone system.

WHO WE ARE / WHAT WE DO

- *First responders to emergencies of any kind.*
- *Protect the persons and property of students, faculty, staff and visitors to The Claremont Colleges consortium.*
- *Patrol on bicycles, electric cart and on foot on all campus streets, byways and interior areas.*
- *Apprehend criminals.*
- *Provide first aid until the arrival of paramedics.*
- *Provide security and traffic control at parties, special events and performances.*
- *Monitor fire alarms, intrusion alarms, theft alarms, panic alarm systems and a variety of temperature alarms campus-wide.*
- *Enforce traffic and parking regulations.*
- *Take reports of crimes and incidents and forward them to the Claremont Police Dept. for investigation.*
- *Provide incident reports to student deans and maintain records of crimes, incidents and reported activities for analysis purposes.*
- *Assist law enforcement and other emergency service providers as needed.*
- *Offer security survey/audit services to campus administrators.*
- *Provide security/crime prevention seminars and presentations to groups of students, employees and parents.*
- *Work with student escort services and student security organizations regarding training and dispatch requirements.*
- *Provide around-the-clock escort service on campus to anyone, as needed.*
- *Administer a "lost and found" property service.*

The Campus Safety Department is staffed by 13 full-time uniformed Campus Safety Officers, 6 Dispatchers, a Part Time Information Technology Specialist, an Administrative Assistant and a Director. The regular staff is supplemented by 9 Part time Campus Safety Officers and approximately 15 Reserve Campus Safety Officers, who work special assignments, perform crime prevention duties, and carry out a host of support functions for the department.

Campus Safety officers are unarmed and have no special or police powers. Their arrest powers are identical to those of a private person, as provided in the California Penal Code section 837. All full-time officers undergo an intensive eight to twelve- week field training program and successfully complete and receive certification for the following: guard registration, PR-24 baton, chemical mace, bicycle patrol training, first aid and CPR. Employees undergo continuous education and training to upgrade their skills. Campus Safety is not a police department but is responsible for law enforcement, security, and emergency response at the Colleges. The department also provides support services tailored to meet the needs of the Colleges including, high visibility patrols to prevent and detect crime, responding to suspicious activity and crime reports, as well as response to: medical emergencies, fire and intrusion alarms, traffic accidents, parking enforcement, and enforcement of college rules and regulations.

Campus Safety works closely and cooperatively with the City of Claremont Police Department. The police are notified immediately and respond to: crimes against persons, violent crimes, major felonies, crimes involving a known or identified suspect, all private persons arrests on campus, and are called when police presence and/or assistance is deemed appropriate. All crime reports initiated by Campus Safety are forwarded to the police for investigation and mandated reporting as required by Uniform Crime Reporting Standards.

In addition, Campus Safety staff assist local fire/paramedic personnel as well as other local and county, state and federal law enforcement agencies when they respond to campus.

CRIME PREVENTION AND SECURITY RECOMMENDATIONS

Our crime prevention strategies are based upon the dual concepts of eliminating or minimizing criminal activities whenever possible, and encouraging students and employees to be responsible for their own security and the security of others. The following is a list of ongoing crime prevention programs and projects:

- ***Security Alerts: prepared and distributed either selectively or throughout the campuses if circumstances are warranted.***
- ***Timely Warnings: are issued as soon as the pertinent information is available for crimes that pose or may pose a serious or continuing threat to the campus community.***
- ***Campus Watch: a community program designed to increase awareness and encourage immediate reporting of criminal and suspicious activity to Campus Safety.***
- ***Operation Identification: the engraving of serial numbers on personal property and/or recording of items of value, is promoted and available free of charge.***
- ***Crime Prevention Presentations: crime specific workshops presented to students and employees throughout the year.***
- ***Escort Services: available through student-run escort programs and Campus Safety.***

- *Exterior and Interior Emergency Telephones: linked directly to Campus Safety located throughout the campuses.*
- *Immediate Emergency Repairs: done on inoperative or malfunctioning exterior doors, as well as individual dorm doors, windows and locks.*
- *Electronic Alarm Systems: a computerized alarm monitoring system connected directly to Campus Safety monitors a comprehensive network of intrusion and fire alarms campus-wide.*
- *Facility Surveys: checks of exterior lighting, doors, windows, hardware, and grounds are conducted by Campus Safety, Campus Maintenance /Facilities staff and Residential Life staff, upon request.*

No crime prevention program can be effective without the cooperation, involvement, and personal support of students and employees. Awareness of one's environment and implementation of strategies to reduce or eliminate the opportunity for crime to occur is the best place to start.

Please use the following suggestions to help safeguard yourself and others:

- *Exterior doors should never be propped open. A propped door puts everyone at risk.*
- *Dorm doors should be locked at all times even when leaving for a short time.*
- *Keys should be carried at all times and never loaned to others.*
- *Exercise good judgment when walking, jogging, or engaged in solitary activity, especially at night.*
- *Request escort service anytime by calling Campus Safety at extension 72000 or 621-8170; or, at night, use the student escort service*
- *Engrave, mark, and/or photograph your property and record serial numbers and property description.*
- *Consider not bringing expensive jewelry, valuable property, and important keepsakes to campus.*
- *Purses, backpacks, and other personal property should not be left unattended or unsecured in office buildings, libraries, and other common use areas.*
- *Parked cars should be locked at all times and valuables should be concealed.*
- *Become familiar with the location of emergency phones throughout the campuses and use them if you have an emergency or observe criminal or suspicious activity.*
- *All crimes and suspicious persons should be reported to Campus Safety immediately. If you are a victim of - or a witness to - a crime, we urge you to call the Campus Safety dispatcher at once, DIAL EXTENSION 72000 OR 621-8170, OR ACTIVATE ANY EMERGENCY PHONE on campus.*

It is most helpful to Campus Safety if you can provide your name, telephone number and location as well as the following information on any crime suspect: physical appearance, clothing, height, weight, coloring, approximate age, sex, scars, or other noticeable features (glasses, facial hair, etc.), and whether or not s/he displayed or threatened a weapon. If a vehicle is involved, please note: last direction of travel, license plate number and state, make and model of the vehicle, color and body type, and other identifying marks (rust, dents, etc.).

- *You can also report crimes and suspicious activity directly to the police by dialing 9-9-1-1 from a campus phone. You must dial '9' first to get an outside line, then dial 9-1-1 to reach the 911 operator, be prepared to provide THE EXACT BUILDING ADDRESS OF YOUR LOCATION. Police and*

Fire Departments are only able to respond to building addresses, not building names. If you call 911 from a non-campus phone (cell, etc.), you must give your exact location/building address for a timely response.

PITZER COLLEGE is very concerned about the safety and welfare of all students, employees, and visitors, and is committed to providing a safe and secure environment. In addition to services provided by Campus Safety, Pitzer has precautionary measures in place that are intended to enhance the quality of life and to assure the safety and security of the students, staff and faculty.

The Dean of Students is the college officer responsible for the residence halls. The Dean or a professional staff member is on-call at all times, 24 hours a day, seven days a week during the academic year. All residence halls are served by live-in Hall Directors and Resident Assistants (RAs) who are available and/or on-call at all times throughout the school year and breaks to supervise and help govern residential life.

The following are precautionary measures for the safety of Pitzer College students, staff and faculty:

- Residence halls stay locked 24 hours with access by ID card and using the card reader access system.
- Administrative and academic buildings are locked by the custodial staff.
- Each residence hall main entrance is staffed by service desk student workers. The hours may vary by Hall but will cover 5:00pm to 10:00pm. They provide information and materials to students and visitors.
- Residence hall roof doors are all locked until further notice.
- Resident Assistants perform duty “rounds” to monitor behavior and facility safety.
- Access to residence hall basement storage/work areas from student room areas is restricted to authorized staff with keys.
- Master keys are restricted. The incidence of lost keys has been reduced by the installation of Knox Boxes which enable rapid building entry by Campus Safety and authorized staff.
- Security alerts are distributed campus wide in a timely manner to inform the campus community of crimes or suspected crimes that may threaten the safety of Pitzer students and employees.
- Escort services are available through student escort during the academic year and from Campus Safety at any time.
- Whistles are issued to students who are encouraged to carry and use them if there is danger or an emergency.
- Campus Watch is promoted and Campus Watch signs are posted on the campus and on maintenance vehicles. Security Awareness Brochures are distributed to students.

- Regular trimming of trees and shrubbery is done to minimize concealment, ensure lighting effectiveness and maintain good visibility near building entrances and exits. Exterior lighting has been increased throughout the campus.
- Building inspections for safety and security are performed continuously. Work orders are issued as needed.
- Additional Campus Safety officers are designated for residence hall security patrol during holiday breaks.
- Violence in the Workplace training seminars are provided to staff.

Emergency Notification Policy:

The Claremont Colleges subscribe to the Connect-Ed emergency notification system. All members of the Pitzer College Community are encouraged to enroll their preferred emergency notification device(s). If an event at The Claremont Colleges or the surrounding neighborhood impacts the immediate safety and well-being of the community, the Director of Campus Safety will send an emergency notification to all students, faculty, and staff as soon as information is confirmed and deemed reliable. The Pitzer Community will be notified of other, less urgent security concerns via an email from the Dean of Students.

CUC Emergency Notification Policy

In the event of an incident at The Claremont Colleges or the surrounding community that, in the judgment of designated CUC staff, poses an immediate threat to the safety of students, faculty and staff, the Director of Campus Safety or her designee is authorized by the Council of the Claremont Colleges to use all available communication tools to broadcast an urgent message to the students, faculty and staff of The Claremont Colleges.

Examples of “immediate threat” are:

1. Active shooter, location known or unknown (e.g., armed assault, armed robbery, sniper, etc.)
2. Reported suspect with lethal weapon at large
3. CPD, Governmental Agencies, Public Safety Agencies advise campus-wide notification
4. Terrorist threat using explosives, chemicals, liquid gas or biological agents
5. Catastrophic natural disaster affecting all The Claremont Colleges (e.g., earthquake, fire, etc.)
6. Catastrophic accidental incident posing a threat to all The Claremont Colleges (e.g., aircraft crash, accidents where lethal substances are released, etc.)

It is left to the judgment of the Director of Campus Safety or her designee whether or not to seek consultation with the CUC Chief Executive Officer or the Chief Administrative Officer prior to sending the message.

SECURITY CONSIDERATIONS USED IN MAINTENANCE OF CAMPUS FACILITIES

- Fire emergency ladders are installed in rooms on the second and third floor at Mead Hall.
- Student room doors are equipped with a high security key system.
- If a residence hall key is lost, the room lock is re-cored, at the resident’s expense, and new keys are given to authorized users.

- Emergency telephones connected directly to Campus Safety are installed throughout the campus.
- A major parking lot is equipped with video surveillance cameras which are monitored by Campus Safety during specified hours.
- Outdoor lighting is continually evaluated and upgraded.
- Monthly security/personal safety training for staff.

ALCOHOL AND DRUG POLICY

As an institution of higher education, Pitzer College seeks to promote responsible decision-making on the part of all members of the College community, especially in choices which affect their own health and safety and that of others. The irresponsible use and abuse of alcohol, drugs, and tobacco can result in serious health damages, such as liver disease, respiratory problems and brain damage. Misuse can lead to socially and morally unacceptable behavior such as driving under the influence, sexual violence and violation, impaired judgment with regard to safer sex practices, vandalism and property damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College.

The illegal consumption of alcohol and drugs is not permitted at Pitzer College, or at college-sponsored off-campus activities, and is subject to administrative or judicial response. Furthermore, the College strongly discourages the irresponsible consumption of alcohol at the College and at college-sponsored off-campus activities. **The consumption of alcohol by students over 21 years of age is allowed at approved registered events and in the privacy of their own room, provided that their behavior does not disturb others. The following are prohibited:**

1. The use of alcoholic beverages by individuals under the age of 21.
2. The sale or furnishing of an alcoholic beverage to anyone under the age of 21.
3. The sale of alcoholic beverages without a valid license. The exchange of funds at an event where alcohol is served (e.g., donations at the door, admission charges, the purchase of cups, etc.) is interpreted as sale.
4. The first ten days of the fall semester and finals week of fall and spring semester are designated as Dry Weeks. No alcohol will be served at any registered school event or school sponsored event on-campus.
5. Large quantities of alcohol at unregistered events and in private rooms (e.g., kegs, pony kegs, beer balls, etc.). Such quantities of alcohol may be confiscated.
6. The consumption of alcohol in public areas, with the exception of special events registered with the Dean of Students or his/her designee. Public areas include administrative and academic buildings, residence hall common areas including lobbies, living rooms, special purpose rooms, corridors, basements, stairwells, laundry and vending machine areas; and outdoor areas including sun decks, courtyards, parking lots, etc.
7. The use of student activity funds to purchase alcoholic beverages.
8. Tampering or altering students IDs or using false ID.
9. Any advertising for events which indicates or implies that alcohol is to be served. The College requires the prior approval of all advertising for events by the Dean of Students or his/her designee.

10. Disorderly behavior related to alcohol use. Hosts, sponsoring individuals and/or organizations, are responsible and accountable for such behavior.

ALCOHOL/DRUG ABUSE EDUCATION / ASSISTANCE PROGRAMS

Students are encouraged to take advantage of alcohol and drug education opportunities made available through college resources such as regular alcohol awareness workshops offered to Pitzer students through Health Education Outreach. Additional resources are available for individual needs. Among those who have been trained and are prepared to provide information support and referral are Resident Assistants, Hall Directors and Pitzer's Substance Abuse Education and Outreach Coordinator. Students may also wish to consult faculty advisors or the Office of Chaplains. Monsour Counseling Center can arrange for professional assessment of substance use and abuse and can provide referral for professional treatment. Students are urged to utilize the full range of resources that are thus made available to them.

The College will, whenever possible, seek to use educational and rehabilitative methods to deal with problems related to drug and alcohol consumption. However, where offenses warrant, the College will not hesitate to use all sanctions available, including expulsion from the College.

FIREARMS, EXPLOSIVES and OTHER WEAPONS

Some items are absolutely prohibited in the residence halls. These items include, but are not limited to guns (including BB guns, pellet rifles and other weapons which propel projectiles), ammunition, knives, switchblades, swords, other bladed weapons and fireworks and any objects that can be used for blunt force. These items are prohibited even if they are intended for decoration, recreation, or ceremonial use. In addition, combustibles in containers, such as gasoline cans or camping fuel, are never allowed in the residence halls. Students in violation are subject to disciplinary action in accordance with the Code of Student Conduct.

SEXUAL OFFENSES

Every Pitzer Community member has the right to freedom from harassment and/or abuse, including sexual offenses. When this right is ignored, the offense degrades the victim, our community, and society at large. Pitzer College will not tolerate sexual offenses of any kind. In recognizing both the physical and psychological trauma associated with such offenses, Pitzer College encourages victims to seek help from the Dean of Students, a Hall Director, a Resident Assistant, or a potential advocate- defined as a faculty, student, or staff member of The Claremont Colleges. Also in recognizing the difficulty that these cases present for individuals to come forward, Pitzer College recognizes that sexual offenses are a crime and victims are encouraged to address the issue through the criminal system and seek police help. In a judicial proceeding, information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant. The manner in which a complainant was dressed will not be admitted as evidence in any review or hearing.

Sexual offenses fall into four broad categories with the following definitions. It is possible that a given incident could lead to more than one of these charges:

1. **Rape** is defined as sexual contact in which there is penetration of a bodily orifice (examples primarily include the genital and anal areas and the mouth) however slight by an object (examples include but are not limited to a penis, a finger, a bottle, etc.) in the absence of effective consent.
2. **Sexual assault** is any sexual contact without effective consent that occurs by a man or a woman where penetration has not occurred. Sexual assault includes but is not limited to the legal definition of sexual battery defined by the California Penal Code 2002 under Section 243.4 (a) as touching an intimate part of

another person while that person is unlawfully restrained by the accused or the accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse. Touching as defined in the California Penal Code means physical contact with another person, whether accomplished directly, or through the clothing of the person committing the offense, or through the clothing of the victim.

3. **Sexual harassment** (between students) is defined as a pattern of unwanted and unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature, if it creates an intimidating, hostile, or offensive work, educational or student living environment. It includes but is not limited to any unwelcome touching, patting, pinching, or brushing against a person's body, and any harassment directed against a person because of his/her gender or sexual orientation. It also includes any attempt to coerce an unwilling person to unwanted sexual attention or to punish a refusal to comply. Sexual harassment may also exist in power situations where one's submission to or rejection of another's behavior is the basis for decisions affecting that person.
4. **Sexual Exploitation** occurs when a student takes non-consensual sexual advantage of another individual or individuals for the purpose of his/her own or someone else's benefit, and the behavior does not fall under the previous definitions of sexual offenses.

Examples include, but are not limited to:

- Potential transmission of HIV or STD when the condition is known but undisclosed.
- Inducing incapacitation with the intent to rape or sexually assault – regardless if the sexual offense takes place (i.e. alcohol, date rape drugs, etc.).
- Videotaping and photography for the purpose of sexual arousal, sexual gratification, or sexual abuse without the knowledge and effective consent of all parties involved.
- Voyeurism.

All of the above definitions imply an absence of effective consent.

The Claremont Colleges Inter-Campus Sexual Assault Policy Statement Definitions and Procedures for Students

Sexual conduct which takes place on the campuses of The Claremont Colleges, or which involves a student, faculty member or staff member, must be consensual. Sexual offenses will not be tolerated. It is common to all of The Claremont Colleges that a state of intoxication is not a justification for any conduct violation.

The definitions, rights, and obligations outlined herein pertain to this statement only, and are not intended to diminish, modify, or abrogate definitions, rights or obligations set forth in the sexual assault policies of the individual colleges in Claremont.

Definitions

1. "Sexual Assault" is defined by the California Education Code, Section 94385, as including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
2. Implicit in sexual assault is a lack of consent. "Consent" is defined as agreement that an individual is willing to engage in an activity. At any point, an individual may indicate in a verbal or non-verbal manner that he or she does not want sexual contact to go any further. An individual has the right to say that sexual conduct should stop at any time regardless of how much sexual conduct has already occurred, even if he or she had agreed earlier to more sexual contact. Sexual interaction with individuals who are unable to give consent because of alcohol, controlled substances or unconsciousness is sexual interaction without consent.

3. In this policy statement the phrase “Dean of Students” will refer to the Dean of Students or a designee.

Reporting Procedures

1. Charges which involve sexual assault must be filed within twelve months of an alleged incident.
2. Students who suspect that a violation of this sexual offense statement may have occurred should contact a member of the Dean of Students staff at the college where they are enrolled.
3. Students are strongly encouraged to report suspected violations as soon as possible after they have occurred. If alleged criminal conduct is involved, students are strongly encouraged to file charges with local law enforcement officials. Students who wish to file a formal complaint may request assistance from their Dean of Students.
4. Students who wish to file criminal charges should not shower, change clothes, or douche in order to preserve evidence. The Pomona Valley Community Hospital Emergency Room is equipped with rape kits for the collection of physical evidence. Physical evidence can strengthen a case in both criminal and campus disciplinary proceedings.
5. The Dean of Students will provide victims with information about criminal prosecution, civil prosecution, college disciplinary procedures, and informal resolution options. Information about possible changes in academic or living arrangements may also be obtained from the dean.
6. Students who wish to have possible misconduct reviewed by a College Judiciary Board must prepare a written complaint. Discussions with a dean will be treated confidentially, insofar as the law allows. The Claremont Colleges have an obligation to report statistics on rape or sexual assault committed on campus.

Inter-Campus Procedures

1. The Dean of Students at the college where the complainant is enrolled will arrange an appointment in a timely manner with the Dean of Students at the college where the accused is enrolled.
2. The Dean of Students at the institution where an accused student is enrolled will investigate alleged misconduct with all due haste.
3. The Dean of Students will notify the president if the accused is a college employee. The college where the accused is employed will investigate, and if warranted, pursue disciplinary action in accordance with institutional procedures, and the remedy imposed will be commensurate with the violation.
4. Different procedures exist for the review of the student, faculty, or staff conduct. The Dean of Students will explain which procedures apply. Informal resolution may be an option with the consent of both the complainant and respondent.
5. A case will be referred to the appropriate hearing body if informal resolution is pursued and a mutually satisfactory conclusion is not reached, or if the conditions of informal resolution are not honored.

Hearing Procedures

1. Members of The Claremont Colleges community who are charged with a sexual offense are subject to the jurisdiction of the institution where they are enrolled or employed.
2. Students (both complainants and respondents) who are parties to college judiciary hearings are entitled to be accompanied by advisors. Advisors may be students, faculty members, or staff members. The number of

advisors present at any hearing may not exceed the number allowed by the procedures of the college where the case is being heard. Legal counsel will be allowed to serve as advisors only if the campus procedures where the case is heard so allow.

3. The hearing officer will report the disposition of the case to the respondent, the complainant, and other appropriate college officials no later than three days following the completion of the hearing.

Evidence

Information regarding prior sexual conduct of either the complainant or the respondent will not be considered relevant in a disciplinary hearing. The manner in which a complainant was dressed will not be admitted.

Sanctions

Members of the Claremont community found guilty of violating college policies on sexual assault may be subject to penalties up to and including expulsion for students and termination for employees.

Educational Programs

The Claremont Colleges provide ongoing educational programs for students, faculty, and staff in order to promote awareness about rape, sexual harassment, and other sexual offenses. These programs are designed to heighten community awareness and prevent sexual offenses. Programs may vary from college to college.

In order to promote a safe campus environment, individuals who may be in violation of college policies on sexual offenses should be informed about their conduct. They may not be aware that their behavior is sexually offensive, threatening or hurtful. Education may remedy their behavior.

Campus and Community Resources

Resources that provide assistance to survivors of sexual offenses are available on each campus, through the Central Services, and from the community. They include:

Campus Safety	(909)621-8170 or ext. 72000
Claremont Police Department	(909)399-5411
Student Services Staff	(909)621-8241
Monsour Counseling and Psychological Services	(909)621-8202 or ext. 18202
Student Health Service	(909)621-8222 or ext. 18222
Project Sister	(909)626-HELP
L.A. Rape Hotline	(213) 392-8381

THE CAMPUS SEX CRIMES PREVENTION ACT (SECTION 1601 OF PUBLIC LAW 106-386)

This federal law enacted on October 28, 2002 amends the Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained.

How to obtain Sex Offender Information

The Claremont Colleges campus community may obtain sex offender information in one of two ways:

- 1) ***Calling the Sex Offender Identification Line*** – this telephone service is for use by the public and organizations to identify serious sex offenders. The cost of calling the **1-900-463-0400 line** is a flat fee of \$10 for information on up to two individuals.

To use the 900 line, you must be at least 18 years of age, and you must know the following about the person you are checking:

- Name of person, AND one of the following:
- An exact address; or
- Exact date of birth; or
- California driver's license, identification or social security number

***Note: if you only know the person's name, you will need to provide a complete description of the person.**

- 2) ***A California Law, Assembly Bill 488, signed by the Governor on September 24, 2004, now provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. For internet access to registered sex offender information go to: www.meganslaw.ca.gov.***

GENERAL SAFETY

Be aware of your surroundings and any sign that something appears to be wrong or out of place.

- Stay in well-lighted areas and walk mid-point between curbs and buildings and away from alleys and bushes when possible.
- At night, work or study only in occupied buildings. Call Campus Safety at Extension 7-2000 for an escort if you are alone.
- Don't carry extra credit cards or large sums of money.
- Lock your valuables securely, even in your room.
- Walk with someone whenever possible. Request an escort when traveling alone at night.
- Do not risk personal injury if someone forcibly attempts to take your wallet, purse or property.
- Do carry a whistle or personal alarm and use it when you feel threatened. The sound won't hurt anybody.
- Keep an inventory of personal property and mark items with your driver's license number and the state. (Borrow an engraver from Campus Safety or through your R.A.)
- Acquaintance Rape happens here. Learn the danger signs. Victims suffer significant life disruption.
- Distance yourself from the misuse of alcohol / drugs, it can be far worse than a bad headache the next morning.
- Do not attach your ID to your key chain or mark your keys with your name and address.
- Get to know your neighbors and share information about suspicious activities.
- Call Campus Safety at extension 72000 in an emergency or to report any crime or suspicious activity.

OFFICE SAFETY

- When working late, make sure doors are locked. Let someone know of your location and expected departure time.
- NEVER prop doors open, even for a short time. Your action could contribute to incredible harm to yourself or someone else.
- Do not loan your office keys or allow them to be copied.
- Do not hold a door open for a stranger.
- Keep your purse, wallet, or other valuables in a locked cabinet or drawer. Office thieves know where to look.

CAR SAFETY - Auto theft is a problem nationally as well as on these campuses. Take action to safeguard your vehicle.

- Lock all doors after parking.
- Help secure your car against grand theft / burglary - with an electronic alarm and/or kill switch.
- Keep a copy of your registration, title, and vehicle I.D. number in a safe place separate from your vehicle.
- Store your valuables out of sight.
- If you park your car but don't use it regularly, check on it daily.
- Immediately report thefts, as well as suspicious activity in parking lots or near parked cars, to Campus Safety.

BIKE SAFETY

- State law, as well as county and city ordinances and codes mandate adherence to bicycle "Rules of the road" as well as specific equipment guidelines. Learn the laws for your own safety.
- Ride defensively, with the traffic, and use hand signals.
- Please be considerate of pedestrians and drivers in vehicles.
- You can be given a "ticket" for sidewalk driving, speeding, etc. in Claremont.
- Keep your bike maintained - especially the brakes.
- Register your bike and get a California license at Campus Safety.
- Use a U-LOCK to secure your bicycle frame and wheels to a rack. Bikes locked with cables and small chains are frequently stolen.
- Report suspicious activity or loitering around bike racks. Thieves usually carry a hidden bolt cutter or other cutting tool.
- Do not impede free use of the handicapped ramps or other access points with bikes locked to handrails, etc.

- NEVER leave your bike unsecured – even for a “moment.

CRIMES REPORTED BY CLAREMONT COLLEGES OFFICIALS
 Campus Crime Statistics reported in accordance with The Jeanne Clery Disclosure act

Total Crimes Reported For:	Pitzer College						All Claremont College Campuses			Public Property* (Includes Crime Stats from local police)					
	2006		2007		2008		2006	2007	2008	2006	2007	2008			
	Res.	Other	Res.	Other	Res.	Other									
Murder	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Manslaughter	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Forcible Sex Offenses	0	0	1	0	0	0	9	11	2	N/A	N/A	N/A			
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Robbery	0	0	0	0	0	0	1	2	0	N/A	1	1			
Aggravated Assault	0	0	0	2	0	0	2	6	5	N/A	N/A	N/A			
Burglary	18	2	6	4	4	11	114	79	127	N/A	N/A	N/A			
Arson	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Motor Vehicle Theft	0	0	0	4	1	1	20	21	13	N/A	N/A	N/A			
Hate Crimes (By prejudices)															
Race	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Gender	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Religion	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Sex Orientation	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Ethnicity	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Disability	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Larceny-Theft	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	N/A			
Simple Assault	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	N/A			
Intimidation	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	0	N/A	N/A	N/A			
Destruction, Damage or vandalism of property	N/A	N/A	N/A	N/A	N/A	0	N/A	N/A	1	N/A	N/A	N/A			

Number of Arrests/Referrals For Select Offenses (Not Reported by Claremont Police Department)

Offense Type (Includes attempts)	2006		2007		2008		2006	2007	2008	2006	2007	2008			
	Res	Other	Res	Other	Res.	Other									
Liquor Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Referral	0	0	6	0	0	0	113	128	122	N/A	N/A	NA/			
Drug Law Violations															
Arrest	0	0	0	0	0	2	2	1	7	N/A	N/A	N/A			
Referral	0	0	0	0	0	0	54	49	17	N/A	N/A	N/A			
Weapons Law Violations															
Arrest	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A			
Referral	0	0	1	0	0	0	0	1	0	N/A	N/A	N/A			

*Crime stats were provided by Claremont Police Department, but not able to include them in this report as required by The Clery Act; geographic area too broad

COMMUNITY VALUES

COMMUNITY VALUES

These aspirations for all members of our community are not enforceable requirements but rather ideals that promote ethical practices in a diverse community built upon trust.

COMMUNITY: We come together to live and work in a shared learning environment where every member is valued, respected, and entitled to dignity and honor founded upon the following rights and responsibilities:

DIVERSITY: We learn from the rich and complex histories, view points, and life experiences in our community. We value and celebrate the synergy created by our differences and similarities.

DIALOGUE: We support the thoughtful exchange of ideas to increase understanding and awareness, and to work across difference without intimidation. We have the right to be heard and the responsibility to listen. Communication, even at its most vigorous, should be respectful and without the intent to harm.

INQUIRY: We prize the powerful possibilities of learning and the principles reflected in our educational objectives including our dedication to access and justice, civic involvement and environmental sustainability, and our respect for pluralism, freedom of expression, and the sustained effort necessary to achieve academic excellence.

ACTION: These values are mere words until we practice them. We expect to see them evidenced, hear them named, debate their integrity, and demand change on their behalf. We are committed to the hard work and dedication this will demand.

THIS IS A LIVING DOCUMENT TO BE REVISITED ANNUALLY BY THE COMMUNITY TO AFFIRM AND MEASURE ITS PROGRESS; TO SUGGEST NEW ASPIRATIONS; AND TO SUPPORT DEMANDS FOR INSTITUTIONAL CHANGE. WE PRIZE THE CONVERSATION, AND EVEN TENSION, THAT MAY ARISE FROM CONTRADICTIONS AT THE HEART OF THESE VALUES, FOR THIS IS WHERE THEY FIRST MIGHT INSPIRE ACTION.

Approved by College Council 5/5/05
H: PZvalues.doc /kc

DRUG-FREE WORKPLACE POLICY

DRUG-FREE WORKPLACE POLICY

As an institution of higher education, Pitzer College seeks to promote responsible decision making on the part of all members of the college community, especially in choices which affect their own health and safety as well as that of others. The irresponsible use and abuse of alcohol and drugs can result in serious health damage. Such behavior, in addition to being destructive to individuals, is destructive of the community environment that is a key element of Pitzer College. All community members, regardless of status, are subject to local, state and federal laws, as well as applicable campus policies, and, in light of our educational objectives, are to exercise personal and collective responsibility in regard to these laws and campus policies.

Prohibitions

Consistent with its obligations under applicable laws, it is the policy of Pitzer College to maintain a drug and alcohol abuse free environment. All events involving the serving of alcohol in public areas in which individuals under age 21 will be in attendance, must be registered with the Office of Student Affairs.

The unlawful manufacture, possession, distribution, dispensation, sale, transportation, offer to sell, promotion, purchase and/or use of illicit drugs (as defined in schedules I through V of the Controlled Substances Act 21, U.S. Code 812, as amended) or unlawful alcohol on the Pitzer College campus, or at any off site activity sponsored by the College, is prohibited. In addition, employees shall not report for work or work under the influence of any drug or alcohol or other substance which will impair work performance, alertness, coordination or response, or affect the safety of others on the job. Controlled substances include, but are not limited to, such substances as marijuana, heroin, cocaine, barbiturates, amphetamines, and other narcotics.

Reporting Obligations

In accordance with the Drug-Free Workplace Act of 1988, **any employee who is convicted of a criminal drug statute violation occurring in the workplace or at any off-site activity sponsored by the College, must, within five (5) days after the conviction, notify Pitzer of such conviction** by informing the director of human resources, dean of faculty or president. Appropriate Federal grant agencies will be notified within ten (10) days (as required by law) after we have been informed of such a conviction.

Applicability

All employees of Pitzer College, including faculty, staff and student employees, must comply with this policy as a condition of employment. Persons who are not employees of the College but who perform work at the College for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc.) are required to comply with this policy. Violation of this policy by such persons is likely to result in their being barred from the workplace upon the first offense.

Health Risks

In addition to the detrimental effects on performance, health risks of drug abuse have been well researched and documented:

- All drugs are toxic or poisonous when abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, malnutrition, liver and kidney damage, cardiac irregularities, hepatitis, neurological damage, and the transmission of the AIDS virus through infected needles.

- Alcohol is a depressant. It depresses the central nervous system and can cause serious physical damage. Abuse of alcohol can damage the liver (cirrhosis), cause hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, memory loss, tremors, malnutrition, vitamin deficiencies and cancer of the esophagus, liver, bladder or lungs.
- Abuse of alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirth.
- Substance abuse often leads to on-the-job accidents and absenteeism.

Local, State and Federal Legal Sanctions

Local, State, and Federal laws establish severe penalties for unlawful possession or distribution of illegal drugs and alcohol. These sanctions, upon conviction, may range from a fine to life imprisonment. In the case of possession and distribution of illegal drugs, these sanctions could include the seizure and summary forfeiture of property, including vehicles. It is especially important to know that federal penalties for illegally distributing drugs include life imprisonment and fines in excess of \$1,000,000. Some examples of local or State laws are:

- Unlawful possession of a narcotic drug is punishable by imprisonment in a State prison.
- The purchase, possession or consumption of any alcoholic beverage (including beer and wine) by any person under the age of 21 is prohibited.
- It is not permissible to provide alcohol to a person under the age of 21.
- Selling, either directly or indirectly, any alcoholic beverage to anyone, except under the authority of the California Alcoholic Beverage Control License, is prohibited.
- It is a felony to induce another person to take various drugs and "intoxicating agents" with the intent of enabling oneself or the drugged person to commit a felony. The person who induced the other may be a principal in any crime committed.
- Any person found to be under the influence of an intoxicating liquor or drug in a public place and unable to care for his/her own safety or interfering with the use of a public way is guilty of disorderly conduct which is a misdemeanor.

Available Resources, Education, and Assistance

The College recognizes drug and alcohol dependency as treatable conditions and offers support programs through the College's Employee Assistance Program (EAP) and health insurance plans. **Faculty and staff** members who are concerned about problems related to substance use, abuse and rehabilitation are encouraged to seek assistance through these resources. The Employee Assistance Program provides free counseling sessions to all benefit-eligible employees and their family members (5 for employee, 5 for spouse or domestic partner, 5 for dependents, for a maximum of 15 sessions per family, or 10 per couple.) Continued appointments at low-cost rates may be arranged. To access the **PacifiCare** plan, call **(800) 234-5465**. The contact is **completely confidential**. In addition, you may contact the Director of Human Resources, ext. 18254, who will provide other confidential referrals as a constructive way for employees to deal voluntarily with drug and alcohol related problems. **Student employees** should contact the Office of Student Affairs for information about confidential referrals and educational assistance. A Substance Abuse Counselor is available for counseling and interventions. The Counselor is available to students in the evenings and is on

call 24 hours a day for emergency situations. The Counselor also is an available resource to *faculty and staff* in the areas of talking to students about the issues of substance abuse, intervention and prevention strategies, AA and NA meetings and other referrals. In addition, students may contact CUC's Health Education Outreach Office (HEO) for all kinds of health and wellness information and support. HEO is dedicated to helping you find the most appropriate resources including counseling, free and anonymous HIV testing, helpline information and referrals. Whenever the Claremont Colleges sponsor and present seminars or workshops on substance abuse, you are encouraged to take advantage of them. A biennial review of this program and policy will be conducted to determine its effectiveness.

Sanctions

Pitzer College will impose sanctions on individuals and/or organizations who violate this policy. These sanctions will be consistently enforced and penalties will depend on the severity of the offense. Penalties may include termination from employment and referral for prosecution of the most serious violations of law and this policy. For example, an employee found to be selling illegal drugs will be subject to discipline up to and including discharge from employment. Disciplinary action may be invoked entirely apart from any civil or criminal penalties which may apply to the employee or organization.

NON-DISCRIMINATION STATEMENT

Non-Discrimination Policy Statement

Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. It does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, gender, age, sexual orientation, marital status, pregnancy, disability, medical condition, or veteran status, in the administration of its admission policies, educational policies, scholarship and loan programs, athletic and other College-administered programs, and employment policies.

SEXUAL ASSAULT ON CAMPUS POLICY

SEXUAL ASSAULT POLICY

In response to the increased rate of reported rapes and sexual assaults on campuses in California, Assembly Bill 3098 was passed in 1990. This bill requires colleges and universities to maintain a policy that provides information, support, and treatment to victims of sexual assault on their campuses.

Following is Pitzer's Sexual Assault policy, reviewed and approved by Faculty Executive Committee in 1992. If you have any questions regarding this policy, please contact the Dean of Faculty or the Director of Human Resources.

Procedure for Responding to Sexual Assault Cases On-Campus

POLICY

It is the policy of Pitzer College to ensure, to the fullest extent possible, that any faculty or staff member who is the victim of sexual assault committed on the campus shall receive treatment, support, and information. Sexual assault includes both rape and gender-related physical assault. Rape is defined as sexual contact in which there is penetration of a bodily orifice by an object (usually, but not necessarily, a penis) in the absence of mutual consent. Gender-related physical assault is defined as sexual or gender-related physical violence in which no penetration occurs.

Pitzer College will not tolerate sexual assault, whether directed at males or females or whether committed by a stranger or an acquaintance. We have an obligation to address the needs of the sexual assault victim and to protect the rights of the alleged perpetrator, as well as a responsibility to protect the other members of the campus community from potential sexual assaults. Referrals for treatment will be made and ongoing support will be offered to victims. To protect the privacy of the alleged victim and the rights of the alleged perpetrator, confidentiality regarding the name of the alleged victim and alleged perpetrator will be maintained.

Pitzer College will make the college community aware of any rapes or other alleged sexual assaults by strangers on campus, without naming the alleged victim of the assault, and will judge the need of reporting alleged acquaintance rapes to the community on a case-by-case basis. We are legally obligated to report to the federal government the number of sexual assaults that occur on campus each year. In the case of a stranger rape, the location of the incident will be made known in order to determine if the area itself is hazardous and needs attention by Physical Plant or increased security patrols. If, for reasons of safety, the campus community is to be notified of the occurrences of the assault, the victim will be informed prior to such notification. Members of the Pitzer community will be notified of alleged assaults or rapes that occur on other Claremont Colleges campuses. The Dean of Students and the Director of Human Resources will be active in securing such information.

Steps to Follow in Responding to Notification of Sexual Assault Reported WITHIN 72 Hours

Step I. Arrange for Treatment

Because sexual assault may involve physical trauma and is a crime, the campus individual first notified of the sexual assault should strongly encourage the victim to seek treatment. There are several options for treatment:

Option I.

Pomona Valley Community Hospital Medical Center Emergency Room:

1798 North Garey Avenue
Pomona, CA 91767
(909) 865-9600

OR

San Antonio Hospital Emergency Room:

999 San Bernardino Road
Upland, CA 91786
(909) 920-4747

OR

Kaiser Hospital Emergency Room: (for employees enrolled in Kaiser medical plan)

9961 Sierra Avenue
Fontana, CA 92335
(909) 427-5521

Under this option, the victim should be informed that s/he will be examined and treated for any physical injury or sexually transmitted diseases at the hospital. The victim should also be informed that because this assault is a crime, the hospital has an obligation to inform the police and that the police will interview her/him at the hospital regarding the alleged assault. The victim should be told that s/he will have a choice as to whether to allow collection of evidence and whether to go forward with a prosecution.

If the victim is willing to go to the hospital, the campus individual first notified will assist with the arrangements for transportation. This individual, with the consent of the victim, will also contact or assist the victim in contacting the **Rape Crisis Hotline (909-626-4357)** to ask that a counselor meet the victim at the Medical Center/Hospital.

The victim who goes to a hospital will be informed that a friend may accompany her/him to the hospital. **If the victim is a male**, he will be advised not to shower or change clothes. He should bring a fresh change of clothes with him. If he has already changed clothes, he will be advised to put the clothes he was wearing at the time of the alleged assault in a bag and bring them to the hospital. **If the victim is a female**, she will be advised not to shower, douche, or change clothes. She should bring a fresh change of clothes with her. If she has already changed clothes, she will be advised to put the clothes she was wearing at the time of the alleged assault in a bag and bring them to the hospital.

Option 2. Other Community Resources.

The victim may choose to contact Planned Parenthood which has health care providers who can test for sexually transmitted diseases or the victim may choose to see personal health care providers for this test. Eligible employees may wish to contact the employee assistance program, PacifiCare, which is available through the benefits program. The Director of Human Resources can assist in the contacts listed below if the victim requests assistance.

Planned Parenthood
1550 N. Garey Avenue
Pomona, CA 91767
(800) 576-5544

PacifiCare Behavioral Health
(For benefit-eligible
employees only.)
(800) 234-5465
www.liveandworkwell.com

Project SISTER
2001 N. Garey Avenue
Pomona, CA 91767
(909) 626-HELP (4357)

Step 2. Contact the College Representative

The victim or the campus individual first notified will contact the **Dean of Faculty**, the **Director of Human Resources**, or the Dean of Students (hereafter referred to as the College Representative.)

Dean of Faculty
Fletcher 204
(909) 621-8217

Director of Human Resources
McConnell 312
(909) 621-8254

Dean of Students
Scott 130
(909) 621-8241

One of these individuals will provide ongoing case management, either directly or as a consultant, depending on the wishes of the alleged victim. The College Representatives will serve as backups for each other. In the event the College Representatives cannot be reached, Campus Safety (909) 621-8170, or extension 7-2000 should be contacted.

Step 3. Notification of Others That an Assault Has Occurred.

The College Representative will notify the **President** and the **Director of Campus Safety** that a sexual assault has been reported. The name of the alleged victim of the assault and the name of the alleged perpetrator will not be released unless the release is essential to the health and safety of the individual assaulted and/or the case has been adjudicated. The President will make these determinations and is the only person who may authorize an exception to the rule of complete confidentiality regarding the name of the alleged victim and of the alleged perpetrator.

Step 4. Referral for Support

Verbal and written information about sources of support on campus and in the community will be provided to the victim directly by the College Representative or through the campus individual first notified of the assault. Referrals to the following will be included:

Project Sister Rape Crisis Hotline	(909) 626-HELP (4357)
Pomona Valley Hospital	(909) 865-9600
San Antonio Hospital	(909) 920-4747
Kaiser Hospital, Fontana	(909) 427-5521 (for employee-member only)

Step 5. Complaint Resolution

The College Representative will provide to the alleged victim and to the alleged assailant directly, or indirectly through the campus individual first notified, information about criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the victim and the alleged assailant if they are both College employees and/or students.

Step 6. Status of Disciplinary Hearings

The College Representative will provide to the alleged victim and to the alleged perpetrator information about the status of any disciplinary hearings connected with the assault, and the results of any such actions if the alleged perpetrator is a member of the college community.

Step 7. Follow-up

The College Representative, with the consent of the alleged victim, will provide on-going follow-up to the case, as soon as possible after the assault, regularly, and then on an as-needed basis, as long as the alleged victim is an employee of the College. The follow-up will consist of ensuring that the alleged victim has access to the support services needed. If the alleged victim wishes to remain

anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Steps to Follow in Responding to Notification of Sexual Assault Reported AFTER 72 Hours

Step 1.

The campus individual first notified, with the consent of the alleged victim, will notify or assist the victim in notifying the Rape Crisis Hotline (909) 626-4357 or one of the following organizations to arrange for a meeting between the victim and a counselor specifically trained in and sensitive to issues relating to sexual assault:

Project SISTER (909) 626-HELP (4357)

PacifiCare Behavioral Health (800) 234-5465 (If the victim is a benefits-eligible employee)

Step 2.

The campus individual first notified will report the occurrence of an alleged assault to the Director of Campus Security. The name of the victim of the alleged assault and the name of the alleged assailant will not be released unless the release is essential to the health and safety of the individual allegedly assaulted or that of other members of the campus community. The President of the College is the only person authorized to make an exception to the rule of complete confidentiality regarding the names of the alleged victim and the alleged assailant.

Step 3.

The campus individual first notified will contact the **Dean of Faculty** or the **Director of Human Resources**, or the **Dean of Students** (hereafter referred to as the College Representative.)

Dean of Faculty
Fletcher 204
(909) 621-8217

Director of Human Resources
McConnell 312
(909) 621-8254

Dean of Students
Scott 130
(909) 621-8241

The College Representatives will serve as backups for each other. The College Representative, either directly or acting as a consultant to the campus individual first notified, will assess the situation and make known the following referrals:

Rape Crisis Hotline (909) 626-HELP (4357)

PacifiCare (800) 234-5465 (If the victim is a benefits eligible employee)

Step 4.

The College Representative will provide information about the status of any disciplinary hearings connected with the alleged assault and the results of any such actions to the victim and the alleged perpetrator, if the latter is a member of the college community.

Step 5.

The College Representative will provide directly to the alleged victim and to the alleged perpetrator or indirectly through the campus individual first notified information about the criminal prosecution, civil prosecution, the College's disciplinary process, and the availability of mediation for the alleged victim and the alleged assailant if they are both College employees and/or students.

Step 6.

Other administrative notifications about the occurrence of an alleged assault will be made on a case-by-case basis.

Step 7.

With the consent of the alleged victim, the College Representative will provide follow-up on a case-by-case basis. If the victim wishes to remain anonymous, the College Representative will serve as a consultant to the campus individual first notified and that person will provide ongoing support as needed on a case-by-case basis.

Shelters for Battered Women/Children

House of Ruth Hotline, Claremont: (909) 988-5559

House of Ruth (L.A. County), Pomona: (909) 623-4364

House of Ruth (San Bernardino County), Montclair: (909) 621-3777

WINGS (Women In Need Growing Strong), West Covina: (626) 967-0658 • www.ywcawingws.org

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT POLICY AND PROCEDURES

SECTION I: POLICY

Policy Statement:

It is the policy of Pitzer College to maintain the College community as a place of work and study for students, faculty, and staff free of sexual harassment and all forms of sexual intimidation and exploitation. It is fundamental to the concepts of academic freedom and equal opportunity that each member of the College community be treated with dignity and without regard to any factor irrelevant to participation in the activities of this community.

It is further the policy of the College to prevent, correct, and remedy sexual harassment. All students, faculty, and staff are subject to this policy. Persons who are not employees of the College but who perform work at the College for its benefit (such as contractors and their employees, temporary employees provided by agencies, visitors engaged in joint projects, etc.) or are present on campus as visitors or the guests of students, faculty or staff, are required to comply with this policy. Violation of this policy by such persons is likely to result in their being barred from Pitzer's campus upon the first offense. All members of the College community are encouraged and expected to make it known promptly, through the avenues identified below, whenever they experience or witness sexual harassment as defined below. Likewise, all members of the College community are encouraged and expected to make it known promptly, through the avenues identified below, whenever they have knowledge that false charges of sexual harassment have been made. Individuals who have been judged to violate this sexual harassment policy will be subject to appropriate corrective action, which may include, but is not limited to, written warning, transfer, suspension, or dismissal. Reprisals against an individual who in good faith raises a concern or makes a charge about behavior that may violate this policy are against the law and will not be tolerated. Intentionally false charges are grounds for discipline and may constitute just cause for dismissal. After investigating complaints of harassment under this policy, the College may impose discipline for inappropriate conduct that comes to the College's attention, without regard to whether the conduct constitutes a violation of law.

Pitzer College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle freedom of expression nor will it be permitted to do so.

What is Sexual Harassment?

Sexual harassment consists of unwanted and unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic status, or progress; or
2. When submission to, or rejection of, such conduct by the individual is used as the basis for employment or academic decisions or evaluations affecting the individual; or
3. When the conduct has the purpose or effect of creating an intimidating, hostile, or offensive work, educational, or student living environment; or

4. When submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Pitzer College.

The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms. It may be subtle and indirect, or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. An important question is always whether the conduct is unwelcome to the individual to whom it is directed, regardless of the intentions of the actor.

Sexual harassment may include unwelcome verbal comments, written harassment via notes, letters, or electronic mail messages and displays on public work stations. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, constitutes gross misconduct and will not be tolerated; a single incident of coercive behavior could be grounds for discharge or expulsion. Sexual harassment usually involves sexual advances that are repeated and unwanted.

CONSENSUAL RELATIONS POLICY

The College recognizes and individuals should be aware that consensual sexual relationships can result in claims of sexual harassment because the degree to which consent is voluntary may be questioned when a power differential exists. If a sexual harassment claim is filed following what one or both of the parties may have initially viewed as a consensual relationship, the consent is evaluated in light of this power differential.

Sexual relationships between employees and their supervisor or students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student or a supervisor by an employee, as well as the power exercised in an academic or evaluative role, make voluntary consent suspect. Even when both parties initially have consented, the development of a sexual relationship renders both parties and the College vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between them. In their relationships with students and staff members, faculty and supervisors are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest, favoritism, or bias.

Sexual relationships that involve a faculty member who exercises active and immediate authority over a student, as in the case of a faculty member and a student currently studying with the faculty member and/or an advisor and advisee relationship, are prohibited whether or not the relationships are consensual. The same is true of a supervisor/employee relationship. A supervisor and faculty member must remove him/herself from positions of active and immediate authority over the employee or student before a sexual relationship begins. The College has the right to take disciplinary action, up to and including dismissal, against a faculty member or supervisor for participation in a relationship which involves such a conflict.

In the case of a sexual relationship in which the parties believe that the restrictions of the preceding paragraph do not apply, it is the obligation of the supervisor or faculty member, because of his/her position of authority, to take all necessary steps to remove herself/himself from professional or institutional actions, such as providing recommendations or participating in the awarding of departmental prizes, performance reviews or promotions, which affect the student and/or employee. Before a sexual relationship develops, effective steps must be taken to ensure unbiased evaluation

and supervision of the student or employee. Failure to do so may result in disciplinary action, the level of which will depend on the severity of the potential or actual conflict. These requirements also apply to past sexual relationships. Faculty members, students, supervisors and staff members are encouraged to seek assistance and guidance from the Dean of Faculty, Dean of Students or Director of Human Resources to ensure compliance with this Policy.

Because consenting relationships may in time lead to liability for the College and the individual faculty member or supervisor, based on claims of harassment, the College will not approve such relationships. It should not be assumed that because a person in authority at the College has knowledge of the relationship that the College has condoned the relationship.

Disciplinary action for a consenting relationship, if taken, will be conducted in accordance with the procedures and standards specified in this policy. Additionally, as stated in the policy, intentionally false charges are grounds for discipline and may constitute just cause for dismissal.

GLOSSARY:

In addition to “sexual harassment” which has already been defined, there are other terms such as “concern” and “charge,” that are used in a somewhat technical way throughout this document and are defined below:

A concern is a question or problem involving alleged sexual harassment or similar conduct that an individual wants to discuss without (yet) having made the decision to pursue the matter further. The reason for distinguishing between concerns and complaints is that members of the College community should be able to get advice about behavior that may constitute sexual harassment even if they are not certain that it violates this policy, or that they want to take action. Peer Counselors are prepared to discuss concerns related to sexual harassment.

A charge is an assertion that a named individual has violated this policy. A charge may be lodged by filing a complaint with one of the Designated College Officials, using informal or formal resolution procedures.

A complainant is an individual making a charge; the complainant must consent to being identified to the person being charged if necessary to investigate and resolve the complaint.

A respondent is the individual(s) against whom a charge has been made.

Informal resolution of a concern or a charge means an outcome achieved by advising, mediation, or other informal processes, rather than through the College’s formal resolution procedure.

Formal resolution of a charge means an outcome achieved by the Hearing Committee and designated college officials, all of whom have received training for handling charges of sexual harassment.

Designated College Officials:

Student Contact:	Dean of Students, Scott Hall 130, Ext. 72821/18241
Faculty Contact:	Dean of Faculty, Fletcher 204, Ext. 18217
Staff Contact:	Director of Human Resources, McConnell 312, Ext. 18254

Peer counselors are the two volunteers available to each constituent group (staff, faculty, and students; one of each gender) to serve as advisors in first discussing what has occurred and to make initiating or responding to a charge of harassment as non-threatening as possible. Peer Counselors are not required to report information from their discussions with **peers**. Their role is to provide assistance to **peers** who have a valid complaint should they wish to pursue a concern of sexual harassment with one of the Designated College Officials. Peer Counselors are prepared to discuss concerns involving alleged sexual harassment.

The Hearing Panel will consist of eighteen people who have received training for handling charges of sexual harassment: at least one female and one male representative from each group, all appointed by the President, in consultation with the Faculty Executive Committee, in the following manner:

- Faculty: 1 - from the Judicial Council
 5 - from the faculty at large

- Staff: 1 - Pitzer representative to the Staff Grievance Committee
 5 - from the staff at large

- Students: 1 - from the Judicial Council
 5 - from the student body

(Chair to be designated by the President)

Hearing Committee: The Chair of the Hearing Panel will select five individuals, who to the extent possible are acceptable both to the complainant and to the respondent, to serve as a Hearing Committee for each individual case. The Chair will ensure that each committee consists of at least two females and two males. The five-member Hearing Committee will be composed as follows:

<u>Conflict</u>	<u>Committee Composition</u>
Faculty-Faculty	3 Faculty, 1 Staff, 1 Student
Staff-Staff	3 Staff, 1 Faculty, 1 Student
Student-Student	(See The Code of Student Conduct)
Faculty-Staff	2 Faculty, 2 Staff, 1 Student
Faculty-Student	2 Faculty, 2 Students, 1 Staff
Staff-Student	2 Staff, 2 Students, 1 Faculty

SECTION II - PROCEDURES FOR DEALING WITH SEXUAL HARASSMENT:

Anyone may seek advice, information, or counseling on matters related to alleged harassment without having to lodge a complaint. Persons who believe they are being harassed, or are uncertain as to whether what they are experiencing is harassment, are encouraged to talk with one of the constituent group’s peer counselors. At least two peer counselors (one of each gender) will be available to each constituent group (staff, faculty, and students) to serve as advisors in first discussing what has occurred and to make initiating or responding to a charge of harassment as non-threatening as possible. However, faculty members or supervisors who acquire knowledge of an alleged sexual harassment incident involving a student are obligated to report the incident to one of the Designated College Officials. Supervisors who become aware of a staff member being harassed

are also obligated to report. The names of the six or more peer counselors and hearing panel members will be published and distributed every year.

The person seeking information and advice will be counseled on the options for action available under this policy. Information disclosed through this peer advising process will be held in confidence, unless the initiating individual agrees that additional people must be informed in order to facilitate a solution. However, once an individual has been named to a Designated College Official as an alleged harasser, the College will take investigative and/or remedial action in response to information provided to peer counselors.

An initial course of action for any faculty, staff, or student who believes that s/he is being sexually harassed, is for that person to tell or otherwise inform the alleged harasser that the conduct is unwanted, unwelcome, and must stop. However, in some circumstances this course of action may not be feasible or may be unsuccessful. The College provides both informal and formal complaint resolution procedures. The complainant may choose either procedure for a resolution. **(Note: Student-Student cases will be handled according to The Code of Student Conduct.)**

In addition, the resolution process may be commenced by the Designated College Official any time the College becomes aware of conduct which may be considered a violation of this policy.

Upon receipt of a complaint alleging sexual harassment prohibited by this policy, or at the time that the Designated College Official initiates the resolution process, the Designated College Official may make a determination whether interim action, pending the conclusion of the investigation, is required. Such action may include temporary transfer or reassignment to separate the individual accused of sexual harassment from the complaining individual, paid leave of absence, or other non-punitive measures that, in the discretion of the Designated College Official, are necessary or appropriate for the completion of the investigation and resolution process.

<p>CONFIDENTIALITY: The College will endeavor to maintain the confidentiality of any information provided to the College regarding alleged sexual harassment. However, in some instances, information must be disclosed in order to conduct a thorough and fair investigation. Accordingly, the College cannot guarantee that information provided to it regarding alleged harassment will be kept confidential if that information must be disclosed in furtherance of an investigation. Any individual who participates in an investigation of alleged sexual harassment pursuant to this policy, including any individual complaining of sexual harassment, accused of sexual harassment or witness to the alleged sexual harassment, is expected to maintain the confidentiality of all discussions regarding the alleged harassment and regarding any investigation or corrective action taken by the College.</p>
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<p>INFORMAL RESOLUTION</p>

This informal procedure is intended to resolve an actual or perceived instance of sexual harassment short of a formal hearing. If the complaint is not resolved informally, either the complainant or the designated college official will initiate a formal resolution process. The aim of an informal resolution is to ensure that the alleged offending behavior cease and that the matter be promptly resolved. The charge is resolved when the complainant, the respondent, and the designated college official are in agreement as to a satisfactory conclusion. The informal resolution process will not normally take more than four weeks.

Examples of informal procedures to resolve a charge of sexual harassment may include but are not limited to:

- (a) a meeting between the Designated College Official and the alleged harasser;
- (b) a meeting with the Designated College Official, the complainant and/or an informal advocate (such as a friend or colleague but not an attorney), and the alleged harasser and/or an informal advocate (such as a friend or colleague but not an attorney);
- (c) a short series of such meetings;
- (d) the use of a mediator if the complainant and the alleged harasser agree. The mediator should be a person with both legal and personnel or academic relations experience who is acceptable to both parties. He/she would discuss the issues with both principals and seek appropriate actions by one or both parties to reach an acceptable resolution.

Satisfactory resolutions may include but not be limited to the following outcomes, not all of which are mutually exclusive:

- (a) The respondent agrees to cease the offending behavior immediately.
- (b) The respondent apologizes to the complainant.
- (c) The respondent agrees to become more educated about sexual harassment (e.g., by reading or attending a relevant workshop) or to seek counseling.
- (d) The complainant agrees that the offending behavior was not intended to be offensive and the respondent agrees to be more conscious of possibly offensive behavior.
- (e) The complainant agrees to withdraw his/her allegation of sexual harassment.
- (f) The complainant or the respondent agrees to change his/her workplace assignment or educational environment.

FORMAL RESOLUTION

To initiate the formal resolution process, the complainant should promptly inform one of the Designated College Officials that s/he believes that s/he has been the victim of sexual harassment and wants to file a charge. A formal resolution process, including immediate investigation and appropriate corrective action may also be initiated by the Designated College Official, even in the absence of a formal complaint. In either case, the Designated College Official will submit a written summary of the alleged incident to the Chair of the Hearing Panel who will select a Hearing Committee which will begin a formal investigation and determine whether a violation of the College's policy prohibiting harassment has occurred.

The Hearing Committee should complete its work within sixty days of receipt of the complainant's charge by the College. This time frame may be extended due to complexity of the issues or with the consent of both parties.

The Hearing Committee will conduct a full, impartial, and timely investigation, and will provide the respondent with a written statement of the allegations, to which that individual will be required to respond in a timely manner. During the course of the investigation the Hearing Committee will hear the complainant, the respondent, and relevant witnesses. To the extent possible, charges will be handled confidentially, with the facts made available only to those who have a need to know for purposes of investigation or resolution.

At the conclusion of its investigation, the Hearing Committee will prepare a written report which will detail the allegations, the evidence in the case, the persuasiveness of the evidence, the consistency of the testimony, and the credibility of the witnesses, then determine whether there has been a violation of the College's policy prohibiting sexual harassment. On the basis of that determination the Committee will recommend corrective actions or recommend that no further action be taken.

A copy of the Hearing Committee's report with its determination and recommendation will be given to one of the following *vice presidents who will review this information. The vice president shall review the determination and recommendation of the Hearing Committee and shall on that basis make a final determination, with a written explanation, regarding resolution of the complaint. Where appropriate, the vice president may request that the Hearing Committee conduct further investigation if necessary to reach a final determination. The vice president shall provide a copy of that determination to the respondent, the complainant, the Hearing Committee and the President. The vice president shall not implement a corrective action for a period of at least two weeks from the date that these notices are issued in order to allow for the possibility of an appeal to the President.

<u>If The Respondent Is:</u>	<u>Vice President Will Be:</u>
A Faculty Member:	V.P./Dean of Faculty
A Staff Member	V.P. from the Respondent's Department
A Student:	V.P./Dean of Students

*In the event that a vice president is a respondent or complainant in a charge of sexual harassment, the Hearing Committee will present its report of determination and recommendations to the President. The Executive Committee of the Board will hear appeals. If the President is the respondent or complainant in a charge of sexual harassment, FEC will appoint a Hearing Committee. The Hearing Committee's report will be directed to the Executive Committee of the Board, without the Chairperson of the Board being present. Appeals will be heard by the Chairperson of the Board.

APPEALS PROCESS:

An appeal of the final determination may be submitted in writing by either party directly to the President, but must be filed within two weeks of the date that notice of the determination was issued to the respondent and to the complainant. (This requirement may be extended for good cause). An appeal must be based on the following: significant new evidence; procedural error, including the misapplication of policy or legal standards; bias of decision maker; or the harshness of the recommended sanction. The President will provide written notice of the appeal decision to the respondent, the complainant and the vice president within one week of the date upon which the President received an appeal.

CORRECTIVE ACTIONS may include but not be limited to the following, not all of which are mutually exclusive:

- (a) A letter from the offender acknowledging the offense and apologizing to the complainant;
- (b) A letter of reprimand to the offender;
- (c) Mandated education regarding sexual harassment;
- (d) A notice of the offense prepared and placed in the personnel file or the student file of the offender;
- (e) Suspension of the contract of employment or, in the case of a student, the enrollment and/or residence of the offender;
- (f) Freezing of salary;
- (g) Reallocation of responsibilities;
- (h) Termination of employment or dismissal from the College.

FALSE ACCUSATIONS:

INTENTIONALLY FALSE CHARGES ARE GROUNDS FOR DISCIPLINE AND MAY CONSTITUTE JUST CAUSE FOR DISMISSAL.

INTERCOLLEGIATE OFFENSE: Contact your Designated College Official first (refer to list on page 3). Ordinarily, the resolution of an intercampus charge of sexual harassment by a faculty, staff, or student member of one college or Central Programs and Services (CP&S) against a member of another college or CP&S will be made using the established sexual harassment policy and procedures of the respondent's college or CP&S. However, where appropriate or necessary, the College will take further investigative or corrective action to ensure a work or academic environment free of unlawful harassment for all members of the Pitzer College community. A designated individual at the complainant's college or CP&S will assist the complainant in pursuing the charge through the respondent's college. At the complainant's request, a designated individual at the complainant's college may accompany the complainant to the hearing at the alleged respondent's college. The respondent may have equal representation. Each college and CP&S will publish its procedures regarding sexual harassment, and make copies available in the offices of the academic deans, the student deans, the human resource officers and the presidents.

APPENDIX

WHAT TO DO ABOUT SEXUAL HARASSMENT

If you feel you have been sexually harassed, do not remain silent. Ignoring sexual harassment does not make it go away. Indeed, it may make it worse as the alleged harasser may misinterpret a lack of response as approval of the behavior. There are several things that can be done to stop sexual harassment:

Know your rights. Sexual harassment is illegal. Pitzer College has a specific policy prohibiting sexual harassment. Familiarize yourself with this policy.

Speak up. If you can, tell the person to stop. State clearly and firmly that you want a particular behavior to cease. This is not a time to be polite or vague. There is a chance that the alleged harasser does not realize that a particular behavior is offensive. If you feel you cannot speak up, talk with one of the resource persons listed in this brochure for further help and guidance.

Get information and support. Designated college officials and peer counselors can provide support and advice about Pitzer's policy and procedures. They can help you understand your options and explore ways of resolving your particular situation. They will review with you the informal and formal procedures available for dealing with issues of sexual harassment. If you choose to file a charge, it will be investigated by the appropriate designated college official. Sexual harassment peer counselors can assist in informal resolutions which might include any of the following:

- **Writing a letter.** Many people have successfully stopped sexual harassment by writing a letter to the alleged harasser. The letter includes a factual account of the offending behavior, a description of how the behavior was experienced by the writer, and a simple statement that the writer wants that particular behavior to stop. The letter should be polite, low-key and factual. A copy should be kept by the writer. In the unlikely event that the letter fails to achieve its purpose, it could be used as evidence in support of a charge or lawsuit. Copies should be sent to no one else. If the letter is to work, it must be a private communication between the persons involved. The recipient of the letter rarely writes back and usually the sexual harassment stops immediately.
- **A moderated discussion.** If you request this (and the other party agrees) a moderated discussion can be set up to assist in resolving the situation. A more structured mediation is also possible, if both parties agree.
- **Initiate Informal and/or Formal Resolution procedures** as described in the College's Sexual Harassment Policy.
- **Keep records or a journal.** Save any letters, e-mail, or notes received as they can be helpful if the harassment persists. Record dates, places, times, witnesses and the nature of the harassment—what was said and/or done, when, and how you responded.

WHAT NOT TO DO

- **Do not blame yourself.** Sexual harassment is not something one brings on oneself.

- **Do not delay.** Delay in action in cases of sexual harassment only increases the probability that the harassing behavior will continue.
- **Do not hesitate to seek help.** Being quiet about sexual harassment enables it to continue. Chances are very good that you are not the only one who has been harassed. Speaking up may prevent others from being harmed.

SEXUAL HARASSMENT, ACADEMIC FREEDOM AND FREE SPEECH

Pitzer College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the College, and this policy is not intended to stifle freedom of expression nor will it be permitted to do so. The College's statement on academic freedom can be found in the [Faculty Handbook](#) at the end of the section on By-laws and Student Governance.

LEGAL AUTHORITY:

The College has the legal authority to maintain reasonable standards of conduct for members of the college community to promote the goals of the College, which include the maintenance of a working and learning environment free of harassment. In addition, sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the California Fair Employment and Housing Act, specifically Government Code Sections 12940 (a), (h), and (i). Pitzer College's Equal Opportunity/Affirmative Action Policy also prohibits sex discrimination.

RETALIATION:

Retaliation against persons for opposing practices prohibited by the Fair Employment and Housing Act and Title IX, or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing conducted by, the Department of Fair Employment and Housing, the Fair Employment and Housing Commission, the U.S. Equal Employment Opportunity Commission, or the Office of Civil Rights, is prohibited by law.

ADDITIONAL LEGAL REMEDIES:

In addition to the internal remedies described above, remedies external to the institution are available through the California Department of Fair Employment and Housing, the United States Equal Employment Opportunity Commission, or the Office of Civil Rights, United States Department of Education. For more information, you may contact any of these offices. The addresses and telephone numbers of the offices in closest proximity to Claremont are:

California Department of Fair Employment and Housing

Los Angeles Office

611 West Sixth Street, Suite 1510
Los Angeles, CA 90017
(800) 884-1684

Santa Ana District Office

2101 East 4th Street, Suite 255-B
Santa Ana, CA 92705
(800) 884-1684

United States Equal Employment Opportunity Commission

255 East Temple, 4th Floor
Los Angeles, CA 90012
(800) 669-4000

Office of Civil Rights, Department of Education

50 Beale Street, Suite 7200

San Francisco, CA 94105

(415) 486-5555

ocr.sanfrancisco@ed.gov

Original Policy approved by College Council 3/7/96; Approved by OCR

Revisions approved by College Council 02/27/03

Revision in compliance with California AB76 (3rd party sex harassment; 2nd paragraph added wording) – Approved by Pres.& Dean 2/6/04

Updated 04/06/09

SexHar Policy.doc

SAFETY GUIDELINES REVIEW

Safety Rules and Guidelines for Faculty & Staff

Please familiarize yourself with the following safety information.

For safety questions, please speak with your supervisor, the Dean of Faculty, any member of the Pitzer Safety Committee, the Director of Facilities, or the Director of Human Resources.

1. Report All Injuries and Emergencies

Notify your supervisor or the Director of Human Resources at extension 18254 in the event of an injury, even if you do not want medical treatment. Whenever an injury occurs, forms must be completed by the injured employee and the supervisor. If you want treatment, you will be directed to the CUC Worker's Compensation Administrator and, if necessary, will be referred to the clinic. Please note: **if you witness a serious or life-threatening injury or emergency, call Campus Safety at ext. 72000 (Do Not Call 911 From A Campus Phone.)**

2. Report Unsafe Conditions

If you see unsafe conditions on campus, particularly in your work area, or have a safety suggestion, contact the Facilities Office (72226). Examples: frayed cords, unsecured bookshelves, buckled carpet, and loose railing.

3. Emergency Evacuation Plan

(Refer to the multi-color emergency brochure in your department or online for complete instructions)

Learn the location of all exits near your work area. During a fire alarm or other emergency situation, exit to your *INITIAL* evacuation site listed below. Upon the direction of a college staff member in charge, you may be directed to proceed to the *FINAL* evacuation site: Brandt Clock Tower Field.

<u>Building</u>	<u>INITIAL Evacuation Site</u>	<u>FINAL Evacuation Site</u>
Atherton, Holden, Mead, Pitzer, Sanborn	East Mesa Parking Lot	Brandt Clock Tower Field
Avery, Bernard, Broad	Brandt Clock Tower Field	Brandt Clock Tower Field
Fletcher, Scott	Brandt Clock Tower Field	Brandt Clock Tower Field
Gold Center, Grove House	East Mesa Parking Lot	Brandt Clock Tower Field
McConnell Center	Holden Hall Parking Lot	Brandt Clock Tower Field

Do not leave the evacuation sites until directed to do so by a staff member in charge. Please check-in with a Human Resources staff member to be marked off on the lists designed to assist Search and Rescue team efforts. Some emergency supplies will be available at the site but we encourage everyone to keep basic supplies in your car (e.g., prescription medicines, blanket, comfortable shoes, flashlight, non-perishable food, water, etc.). Thoroughly read your office's multi-color **Emergency Procedures Handbook** outlining the following topics: medical emergencies, first aid, earthquakes, fire, bomb threats, utility failures, crime, violence, and hazardous materials.

4. Fire Extinguishers

Locate the fire extinguishers near your work area. If you do not know how to operate one, ask the Facilities Office for instructions.

5. Employee Responsibility to Perform Work in a Safe Manner

Pitzer College is committed to providing a safe and healthy work environment. **It is the employee's responsibility to:** perform work in a safe and proper manner; comply with all safety rules and requirements; report all work-related injuries or illnesses to the supervisor; wear protective equipment if required by the position; and practice prudent avoidance - do not perform tasks unless adequately trained. If your presence is not required, remove yourself from areas when dangerous tasks are performed or if hazardous substances are

present. A safety committee was formed to help the College provide a safe work environment.

6. Clean Up of Spills and Hazardous Materials

It's important to clean up spills and remove hazards from our campus. Whether you cause it or find it, please contact the Facilities Office at 7-2226 to have the spill removed immediately. Facilities also has staff trained to remove spills containing hazardous materials or blood. Do Not Touch! If your position requires first aid response or facilities cleaning, you will receive special training through our Bloodborne Pathogen Control Plan.

If you come into contact with blood during the course of your work you will be offered the Hepatitis B vaccine at no cost to you. **You MUST report such an incident, and if you wish to receive the vaccine it must be within 24 hours of exposure!** Call HR at 1-8254 to be referred to the clinic; after-hours and on weekends call Campus Safety at ext. 72000.

7. Hazard Communication Program - including Material Safety Data Sheets (MSDS)

MSDSs are supplied by vendors/manufacturers for products we use. All MSDSs are kept by the Facilities Office. You have a right to access any medical records, MSDS and monitoring records pertaining to your job. To access these records or a copy of the General Industry Safety Order 3204, which explains these rights, call the CUC Environmental Health & Safety Office at 18538.

8. Special Hazards of Jobs (Ask your supervisor if there are any special hazards to your job)

Facilities, Custodial, Grounds, and Maintenance personnel must follow all of the established safe work practices concerning lifting, use of chemicals, hazardous spills, and bloodborne pathogens, as well as general safety information. Uniforms and protective clothing are provided and should be worn whenever appropriate.

Food Service personnel must following established safe work procedures for the use of slicing machines, cutting boards, food preparation utensils, power mixing or blending equipment, and the buddy system to access walk-in refrigerators and freezers. Employees must remain aware at all times of hot oil and hot surface hazards, wet floor conditions, and correct grounding and use of electrically powered equipment in wet and food preparation areas. Note: You are not permitted to operate motorized food preparation equipment or hot oil without specific training and authorization from your supervisor.

Faculty must be aware of all classroom and laboratory safety practices and must inform students of safety issues and evacuation plans.

Faculty or staff members with heavy use of computer or other equipment, or work involving any repetitive movements, please see item #9 "Ergonomics."

9. Ergonomics

Employees in an office setting should pay particular attention to the ergonomic set-up of their work station. If you work for long periods of time using a computer, other office equipment, or perform any type of repetitive motion, be sure to **change your position at least once every half hour** to avoid eye, back, and neck strain, and repetitive injuries such as carpal tunnel.

Contact Human Resources (18254) to have your work station evaluated. Chair or desk adjustments, glare screens and/or wrist support pads may be suggested. Call HR for questions about repetitive motion tasks.

10. Proper Lifting Procedures

Call Facilities (72226) for help moving heavy or large items. If you move anything yourself, be cautious; use leg muscles rather than back muscles and inspect for protruding nails, splinters, or sharp edges before lifting.

11. Safety Rules Enforcement

The Pitzer College safety program requires adherence to safe work practices. **Employees who do not follow safe work practices may receive disciplinary warnings, and for serious infractions may be terminated from their position.**

12. Pitzer Safety Committee

A committee comprised of staff, faculty, students, a representative from Campus Safety, the food service manager, and the Director of Facilities meet quarterly to discuss safety issues for our campus. The committee is chaired by the Director of Facilities. Questions may be directed to the Facilities Office at extension 72226.