

 Division of Human Resources Standard Operating Procedures	Procedure:	FILING A COMPLAINT OF SEXUAL HARASSMENT OR DISCRIMINATION
	Effective Date:	March 16, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)

The College of Southern Nevada (CSN) is committed to providing a place of work and learning free of sexual harassment and discrimination. The college will act to stop any occurrences, to prevent recurrences, to remedy its effects and to discipline those responsible.

If an employee believes that he/she has been subjected to or witnessed sexual harassment or discrimination, the following steps should be taken:

1. Contact CSN's Equal Employment Opportunity/Affirmative Action Office (EEO/AAO) at (702)651-4002, Room 2626 E, Cheyenne Campus, to discuss the matter and to schedule an appointment to meet with the Title IX Coordinator and/or the Compliance Investigator II.
2. Complete a grievance form located on the EEO/AAO web page <http://www.csn.edu/pages/3454.asp> and attach any pertinent materials, i.e., emails, memos, text messages, notes, etc.
3. Forward completed documentation to the EEO/AAO prior to the scheduled meeting.