

NUMBER: 321

SUBJECT: EMPLOYEE RIGHT – FREE FROM MISTREATMENT

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**321.1 – POLICY**

All employees have a right to work in an environment free from mistreatment intended to demean, impugn, or harass. Bridgerland Technical College (BTECH) prohibits mistreatment of its employees by supervisors, administrators, faculty, coworkers, and students.

Employees violating this policy are subject to disciplinary action ranging from a written warning to termination of employment depending on the seriousness of the offense.

For questions regarding sexual harassment, please refer to Policy 300.339. For behaviors in violation of protections afforded by federal law, refer to Policy 300.303, Equal Opportunity.

**321.2 – PROCEDURES****321.2.1 – Identification of Mistreatment**

Mistreatment occurs when an employee is the subject of actions of another employee or group of employees that have no work or business basis; demean, intimidate, harass or disrupt the employee; and are reoccurring in nature.

**321.2.2 – Resolution Procedure**

Employees should first attempt to resolve problems involving mistreatment within their own areas by meeting with the appropriate administrator, who can effectively determine the nature and extent of the problem and initiate effective resolution. If an employee does not feel comfortable in contacting the administrator within his or her administrative area, the employee may contact the appropriate administrative authority who will meet with the employee and then initiate an appropriate informal process to determine the nature of the problem and appropriate resolution. The appropriate administrative authority works as a mediator in resolving issues and does not exercise any formal controls or sanctions.

If the problem is not resolved through the above processes, the employee may exercise his or her rights under the appropriate grievance process as outlined in Policy 300.325.

**321.3 – RESPONSIBILITY****321.3.1 – Administrators**

It is the obligation of all BTECH administrators to guarantee the rights and dignity of employees. If an administrator becomes aware of a situation within his or her area that violates this policy, the administrator should make every effort to resolve the problem first on an informal basis. If informal processes fail, then formal disciplinary procedures should be utilized.

**321.3.2 – Employees**

Employees have an obligation to recognize and respect the rights of coworkers, supervisors, and the College. Employees are responsible for responding to perceived harassment according to the guidelines in this policy. For assistance, employees should contact their supervisor or the appropriate administrative authority.