

Policy Against Discrimination and Harassment, including Bias
Incidents

Policy Against Discrimination and Harassment

Knox College does not discriminate, and will not tolerate discrimination or harassment, on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs and activities. Reasonable accommodation will be provided to persons with disabilities, consistent with state and federal law.

A.

official or any Title IX Coordinator. Based on the alleged Policy violation, the College official will evaluate the information received and determine what further actions should be taken. College officials receiving reports alleging acts of discrimination or harassment based on sex, gender identity or expression, sexual orientation or preference will refer those reports to the Title IX Coordinator. Any questions or comments concerning the Policy addressing discrimination or harassment on the basis of other categories listed above should be directed to the appropriate College official listed above.

E. Confidentiality

All reports will be handled with discretion, care and sensitivity and the College will make every effort to respect requests for confidentiality, but the College's ability to investigate and take appropriate action may be limited if individuals do not provide identifying information or request confidentiality. In addition, there may be circumstances when the College determines that it must investigate a particular matter to help protect the learning and working environment at Knox despite a request for confidentiality.

On the Knox campus, the Health and Counseling Center is a confidential resource. Staff counselors and medical personnel at the Health and Counseling Center can provide emotional and medical support in a safe and confidential space. They are not required to disclose identifying information as they have professional obligations to maintain the confidentiality of their clients. They can also help parties think through their options for filing a formal report. The Knox Health and Counseling Center can be reached during regular business hours at 309 341-7492, or after hours by calling Campus Safety at 309 7979 and asking for the Counselor on duty.

F. Retaliation

It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under the "Policy Against Discrimination and Harassment" or have filed a report, assisted, or participated in any manner in an investigation or proceeding under this Policy Against Discrimination and Harassment. This includes action taken

or staff member has been found responsible for a related incident, this finding remains a part of that student's or employee's conduct record.

H. Changes in this Policy

The College reserves the right to make adjustments and changes in this policy at any time.

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Any questions or comments concerning the above Policy can be directed to the appropriate department supervisor/director, the Office of Human Resources, the Office of the Dean of the College, the Office of the Dean of Students, or any Title IX Coordinator. For reports or complaints alleging acts

incident (both those completing the report and those believed to be responsible for the bias incident), the following chart shows which areas are appropriate outlets from which members of the Knox College community may seek assistance (the primary resource is listed first and in bold):

WHEN THE PERSON MAKING THE REPORT IS A...	WHEN THE PERPETRATOR(S) IS BELIEVED TO BE A...		
	Student	Faculty Member	Staff Member, Contractor, Visitor, or Guest
Student	x		

A team of appropriate College officials serves as the Bias Incident Response Team, responsible for coordinating any alleged or suspected violations of bias and the resolution of such alleged bias or suspected violations. The Bias Incident Response Team is composed of: Associate Dean of the College, Dean of Student Affairs, Director of Campus Safety, Director of Human Resources, and Title IX Coordinator.

Annually, the Bias Incident Response Team will compile aggregate data on reports received and resolved in the previous year. The President will present an aggregated summary of bias-related incidents and investigative outcomes to the Campus Diversity Committee, which will analyze these reports to identify institutional patterns and recommend programmatic responses to ameliorate conditions that contribute to the recurrence of bias-related incidents.

C. How to Report a Bias Incident

If you are the target of a bias-related incident or witness such an incident, you should immediately document what happened and report the incident either through [the Anonymous Reporting Form online](#) or by contacting the appropriate office listed in the Reporting Section A above.

When documenting the incident:

Please provide a detailed account of the incident including date, time, and location.

Do not remove or tamper with physical evidence. Contact Knox Campus Safety to document and collect physical evidence.

If the incident involves a verbal act, write down exactly what was said to the best of your recollection.

Identify the perpetrator(s) if known or provide a detailed description of the individual(s) involved.

List all witnesses including their names and contact information.

Include other pertinent information that may assist Knox in responding to the incident.

If the incident was in the form of graffiti, vandalism, or public postings, Campus Safety will document it for evidence.

If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If it is possible, print the message so it may be used in the investigation.

If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID.

It is recommended that a report be completed as soon as possible after the incident and that a copy of the report be maintained by the reporting individual. In the event that a student reports a bias incident to a member of the faculty or staff, that employee should encourage the student to use the reporting process outlined above; faculty and staff are mandated to report the incident, as explained in the Policy

Office of the Dean of the College.....	Old Main 105.....	309-341-7706
Office of the Dean of Students.....	Old Main 103.....	309-341-7103
Human Resources Office.....	Administrative Services Building 109.....	309-341-7200
Campus Safety.....	Administrative Services Center 105.....	309-341-7979
Title IX Coordinator.....	Old Jail 12.....	309-341-7751
Health and Counseling Center.....	Furrow Hall,175 W. Knox Street.....	309-341-7492
International Student Advisement.....	Center for Intercultural Life 101.....	309-341-7230
Residential Learning.....	Seymour 137.....	309-341-7527

E. External Resources

In addition to institutional responses to acts of bias, there may be civil or criminal avenues that warrant consideration and pursuit. The following federal, state and local organizations have responsibility for investigating and responding to acts of hate, prejudice and bias:

Office for Civil Rights Headquarters Georgina Verdugo, Director Office for Civil Rights US Department of Health and Human Services 200 Independence Avenue, S.W. Room 509F HHH Bldg. Washington, DC 20201	Office for Civil Rights Illinois Office for Civil Rights US Department of Education Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661 312/730--1560
Illinois Human Rights Commission James R Thompson Center 100 W Randolph St Suite-400 Chicago, IL 60601 312/814--6269	Department of Human Rights James R Thompson Center 100 W Randolph St Suite-400 Chicago, IL 60601 312-814-6200
Equal Employment Opportunity Commission 500 West Madison Street Suite 2000 Chicago, IL 60661 800-669-4000	Galesburg Police Department 150 S. Broad Street Galesburg, IL 61401 309-343-9151

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Galesburg Community Relations Commission

The Community Relations Commission's duties and powers shall encompass the following:

