



FILING A HARASSMENT COMPLAINT

Our Commitment

Bluefield State College is committed to creating and maintaining an educational and working environment free from discrimination and harassment.

Bluefield State College's policy prohibits such discrimination and harassment based on race, color, religion, creed, political belief or affiliation, sex, national origin, age, mental or physical disability, genetic information, sexual orientation, marital status, gender identity and expression, and veteran status, and protected activity (i.e., opposition to prohibited discrimination/harassment or participation in the complaint process) or status explicitly defined as protected under applicable State and federal law as well as nondiscriminatory hostile workplace harassment does not occur and applies to all College employees including executive, administrative, faculty, students, classified, non-classified, temporary, student workers, independent contractors, and volunteers.

Who can file?

Any person (e.g., faculty, staff, student, visitor) may report what they believe to be an act of discrimination or harassment based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression to the Office of Equity, Diversity, and Inclusion (OEDI).

How do I file?

OEDI is available to meet with you in a confidential setting to discuss your situation and what available options and resources exist at Bluefield State College. You may file either an Informal or Formal complaint of discrimination and/ or harassment and/ or retaliation by scheduling a meeting with the OEDI. The complaint processes will be reviewed so that an individual wishing to file a complaint can make a decision on how s/he wishes to proceed. To assist in this process, an individual can complete the OEDI's Intake Form, which is available from the OEDI or online. Information to be collected should include a description of the alleged incident(s) along with

relevant date(s), name(s) of the respondent(s) and witnesses. The complaint letter should be dated and signed by the complainant.

Formal/Informal Complaints

Both informal and formal complaints of discrimination and/or harassment are treated as official complaints at Bluefield State College. However, there are some key distinctions between the two types of complaint processes.

Informal Complaint

The goal of the Informal complaint process is to attempt to reach a resolution to the complaint that is acceptable to both the complainant(s) and the respondent(s). The OEDI attempts to facilitate a mutually acceptable resolution through the use of conflict resolution techniques. In the informal process, the OEDI will only speak to those people whose involvement is necessary to facilitate a resolution to a complaint. Frequently, this includes only the complainant(s) and respondent(s). If the parties are unable to reach a mutually acceptable resolution of the Informal complaint, a complainant may then file a Formal complaint.

Formal Complaint

The goal of the Formal complaint process is to reach an official determination as to whether a respondent(s) has violated Bluefield State College's Harassment Policy. As a part of the Formal complaint process, the OEDI will conduct a thorough investigation into the allegations of the complaint and prepare a report of the investigation.

When should I file a complaint?

Individuals wishing to report a concern or file a complaint of discrimination and/ or harassment are encouraged to do so as soon as possible following the incident(s).

Can I file confidentially?

Anonymous complaints will be accepted, however, Bluefield State College may be limited in its options in investigating and/or resolving anonymous complaints because of the unique challenges they present

For further information

Dr. Guy A. Sims
Assistant to the President for Equity, Diversity, and Inclusion
212 Conley Hall
304-327-4503
oedi@bluefieldstate.edu

External Resources

Office of Civil Rights
U.S. Department of Education
100 Penn Square East, Suite 515 Philadelphia, PA 19107-3323
Telephone: 215-656-8541
FAX: 215-656-8605

United States Equal Employment Opportunity Commission
801 Market Street, Suite 1300
Philadelphia, PA 19107-3127
Telephone: 866-408-8075.
Fax: 215-440-2606
TTY: 800-669-6820
<http://www.eeoc.gov/>

The West Virginia Human Rights Commission
1321 Plaza East – Room 108A
Charleston, WV 25301
Telephone: 304-558-2616
Toll Free: 888-676-5546
FAX: 304-558-0085
<http://www.hrc.wv.gov/Pages/default.aspx>

