

(or appropriate Vice President if the Director of Human Resources is unavailable or otherwise not an appropriate recipient of the complaint) immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Employees with any questions regarding this policy or practice should contact the Director of Human Resources.

#### 1.2.4 Complaint Procedure

Any employee who feels that he or she is a victim of unlawful discrimination, harassment, or retaliation, including but not limited to any of the conduct listed above by any person in connection with employment at the College, should bring the matter to the immediate attention of his or her supervisor and the Human Resources Director/EEO Coordinator. If the employee is uncomfortable notifying the supervisor (for example, if the supervisor is the alleged harasser), the employee may contact the Human Resources Director/EEO Coordinator. Employees witnessing harassment directed at other employees should immediately report any such incidents to a supervisor or the Human Resources Director/EEO Coordinator.

Upon receipt of a complaint of discrimination, harassment, or retaliation, the Human Resources Director/EEO Coordinator will investigate as promptly and thoroughly as possible. (If the Human Resources Director/EEO Coordinator is the subject of the complaint of discrimination, harassment, or retaliation, an alternate as designated by the President will perform the functions of the Human Resources Director/EEO Coordinator with respect to the complaint.) The Human Resources Director/EEO Coordinator may be assisted in the investigation by one or more faculty or staff members. The investigation will be conducted in as confidential a manner as possible.

Appropriate corrective action will be taken on any individual who, after an investigation, is determined to have engaged in any form of discrimination, harassment, or retaliation in violation of this policy and will be subject to appropriate disciplinary action, up to and including discharge from employment or dismissal from academic programs. The Human Resources Director/EEO Coordinator will

notify the complainant of the conclusion of the investigation. If the matter is not resolved to the complainant's satisfaction, the complainant may appeal to the President for further consideration.

If after appeal to the President, the matter is not resolved to the complainant's satisfaction, the complainant may request that the Board of Trustees consider the matter. Such a request shall be addressed to the President and must be made at least five (5) days before the next regularly scheduled Board meeting.

If the employee requests that the Board consider the matter, the President shall submit any relevant information to the Board for consideration. The Board shall consider the matter but is not required to respond or to take any action on the matter. If the Board fails to take any further action on the matter at the meeting, the President's decision shall be final. If the Board determines that further response or action is appropriate, the Board shall inform the employee and the Human Resources Director/EEO Coordinator of its decision.

### 1.3 Communicable Disease, Including AIDS

Victoria College acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This practice is intended to educate employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual. This practice also defines and addresses other communicable diseases among employees and students.

Communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to susceptible host and as further defined in the Communicable Disease Prevention and Control Act. Communicable diseases include, but are not limited to, mumps, rubella, influenza, mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, and infectious meningitis. HIV infection includes AIDS and AIDS-Related Complex and a positive test for the antibody to human immunodeficiency virus.