

Everyone deserves  
a fair chance.

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## Discrimination and Sexual Harassment are not acceptable at NWTC

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### NWTC's Response

NWTC wants to ensure that all victims and witnesses of incidents are treated with dignity, respect, courtesy, and sensitivity. Your confidentiality will be respected. Retaliation is prohibited against a person who files a complaint.

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**Any questions or concerns regarding discrimination or harassment should be directed to:**

Alem Asres, Ph.D.,  
Director of College Diversity  
(920) 498-6826 or (800) 422-NWTC,  
ext. 6826  
alem.asres@nwtc.edu



Visit our website at [www.nwtc.edu](http://www.nwtc.edu)

Northeast Wisconsin Technical College is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, color, creed, national origin, sex, age, or disability.

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## NWTC's Discrimination and Sexual Harassment Policy

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## What are discrimination and sexual harassment?

Sexual harassment and discrimination single out individuals for mistreatment based on certain personal characteristics. They make it difficult to work or learn at NWTC. Sexual harassment and discrimination are not what “everybody does,” and they are not okay, under any circumstances.

### Discrimination

Discrimination means a difference in treatment in any service, program, course or facility of NWTC on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, parental status or other protected class. If comments or behavior related to your protected class are creating a hostile environment for you, you may be experiencing discrimination.

### Sexual Harassment

Sexual harassment is a form of discrimination. It involves unwanted sexual attention or sexual expression that makes it difficult for the recipient or bystanders to work or learn. If sexual remarks or advances are creating a hostile environment for you, you may be experiencing sexual harassment.

#### Sexual harassment can take many forms.

- Verbal abuse, repeated demeaning gestures, slurs, epithets, negative stereotypes
- Threatening, intimidating or hostile acts
- Subtle pressure for sexual activity
- Physical contact such as patting, touching, kissing or brushing against another’s body (This can also be considered sexual assault.)
- Demands for sexual favors accompanied by implied or overt promises or threats of retention, promotion, or preferential treatment
- Repeated requests for a date after the individual says “no”.

## If you experience discrimination or harassment:

### Step 1 – Try individual action.

Talk to the harasser directly or send a letter. Indicate the behavior or incidents to which you object, how you feel about them and what changes you would like to see. If you send a letter, make sure to keep a copy. If you talk to the harasser, have a witness present.

If the harassment continues, start a diary, jotting down what is said or done by the harasser, your responses, your feelings, dates, and names of witnesses. The diary will provide helpful evidence and credibility to you.

A particular complaint or incident may be so serious that an immediate movement to step 2 or 3 may be appropriate.

### Step 2 – Tell someone in authority.

Feel free to discuss your concerns with the Director of College Diversity, the special needs counselor or instructor. This meeting can be a confidential way for you to express your concerns and discuss possible methods of resolving those concerns.

If this action does not resolve the problem, you may wish to continue with a formal written complaint.

### Step 3 – Make a formal written complaint.

A written complaint must be filed within 300 days of the alleged act(s) and should detail the time, place, pertinent facts, and circumstances of the alleged discrimination/harassment. Obtain a copy of the complaint form from:

Keep a copy of the complaint for yourself and forward the remaining copies to the Director of College Diversity.

A complete copy of NWTC’s Board-approved Affirmative Action Policy is available in the NWTC Library Reference section.

Green Bay Campus	District office
Marinette Campus	Main office
Sturgeon Bay Campus	Main office
Any NWTC Regional Learning Center	