

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Quality of Work Life

DATE: March 1, 1993

NUMBER: 2.30

REVISION(S): 12/19/94, 5/30/95

Ouachita Technical College recognizes that employees deserve the respect and cooperation of those with whom they work. To this end, the College emphasizes the need for a quality work environment free of harassment and prejudice of any kind. This can include but is not limited to prejudice against race, religion, age, sex, or disability. Employees should not make statements or take actions that are potentially offensive and embarrassing to other employees, students, or visitors of the College. Non-adherence to the normal standards of courtesy and consideration may lead to disciplinary action.

The College strives to provide for a quality work environment as outlined in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990.

Any experience or observance of harassment or prejudice of any kind at the College must be immediately reported to the Affirmative Action Officer and the President.

AUTHENTICATION (Signature):

COPP

President

5/30/95
(Date)

2.30