

**Racial, Religious and Ethnic Harassment and Intimidation Prevention,  
7.08(a)****Chapter 7: General Administrative**

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**Overview:**

In accordance with Racial and Ethnic Harassment and Intimidation Prevention Policy 7.08, below are the steps to take for accepting and investigating complaints of racial, religious, or ethnic bias, harassment or intimidation.

**Procedure:****I. Submission of Complaints:**

Students, faculty, and staff can submit complaints in person or via email to the following offices:

- a. Public Safety, Tech Lab 140 or [PublicSafety@RhodesState.edu](mailto:PublicSafety@RhodesState.edu)
- b. Human Resources, Keese Hall 137 or [HR@RhodesState.edu](mailto:HR@RhodesState.edu)
- c. Student Affairs, Public Service Building Public Service 216 or [StudentAffairs@RhodesState.edu](mailto:StudentAffairs@RhodesState.edu)

An anonymous reporting option is available at [Racial and Ethnic Harassment and Intimidation Incident Report \(maxient.com\)](https://maxient.com)

Complaints should include a descriptive statement of the incident, names of the individuals or departments/offices involved, date and location of the incident, and any other relevant details. While anonymous reports are accepted, providing detailed information helps ensure a thorough investigation.

**II. Investigation Process:**

- a. Upon receipt of a complaint, the College will initiate a thorough investigation within ten (10) calendar days, unless it is determined there is extenuating circumstances requiring additional time. The investigation will be conducted by a designated team, including representatives from Human Resources and Public Safety.
- b. The investigation will involve, as possible, interviews with the complainant(s), the accused, and any relevant witnesses. The College will maintain a balance between confidentiality and transparency, providing as much information about the process and outcome as possible while respecting legally required confidentiality.

**III. Disciplinary Actions:**

- a. Based on the findings of the investigation, the College may impose disciplinary actions, consistent with [Student Code of Conduct Policy 4.01](#) (students) and [Disciplinary Action and Due Process Policy 5.5](#) (employees) which could include, but are not limited to, warnings, mandatory training, suspension, or expulsion for students; and warnings, mandatory training, suspension, or termination for faculty or staff.

## IV. Communication of Findings:

- a. At the conclusion of the investigation, written communication will be provided to the complainant(s) and the individual(s) or organization(s) against whom the complaint was made. This communication will outline the findings of the investigation and any disciplinary actions taken, if applicable.
- b. Regardless of the outcome, educational information on the institution's policy against racial, religious and ethnic harassment and intimidation will be provided to all involved parties.

## Related Policies or Procedures:

[Racial, Religious and Ethnic Harassment and Intimidation Policy 7.08](#)

[Student Code of Conduct Policy 4.01](#)

[Disciplinary Action and Due Process 5.5](#)

## History:

	Date:	Reason:
Issued:	10/15/2024	Procedure to align with Policy
Revised:		

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*