





Participants who choose to make a report via email or the hotline should include information sufficient to permit ACP to address the complained-of behavior or conduct.

For the purpose of this policy, the term "Employee" includes full-time and part-time employees as well as independent contractors. Any employee who believes that they have experienced or observed, or who has received information about an incident of, harassment or other unprofessional behavior that may be inconsistent with this policy should promptly report the issue to their manager. If, due to the nature of the complaint or for other reasons, reporting to one's manager is not appropriate, the issue must be reported to another member of divisional management, Human Resources staff, or the Chief Operating Officer.

Any manager or supervisor who receives a complaint of harassment must notify Human Resources immediately. Failure to do so may result in disciplinary action, up to and including termination.

For the purpose of this policy the term "Governance Members" shall mean members of the Board of Regents (BOR); the Board of Governors (BOG); ACP committees, councils, and ad hoc groups; and/or ACP representatives. Any Governance Member who believes that they have experienced or observed, or who has received information about an incident of, harassment or other unprofessional behavior that may be inconsistent with this policy should promptly report the issue to the Chair or Chair-Elect of the BOR, Chair or Chair-Elect of the BOG, or to the ACP CEO or COO. A BOR or BOG Chair or Chair-elect who receives a report of harassment must notify the CEO or COO immediately. The foregoing individuals will also take action as deemed necessary and appropriate to address incidents of reported, observed or experienced harassment or unprofessional behavior in an ACP committee, council, board or other group

ACP takes every charge of harassment or other unprofessional behavior seriously and will handle all complaints in a timely manner. Depending on the circumstances and the nature of the allegations, ACP may conduct an investigation into a report of harassment, which may include interviews with involved parties, witnesses or other individuals who may have information or knowledge relevant to the situation. ACP will take prompt corrective action, as appropriate, to enforce this policy.

If it is determined that a Participant has violated this Policy, disciplinary action may be taken, including but not limited to:



