



SEXUAL HARASSMENT AWARENESS ACKNOWLEDGMENT FORM

Butte-Glenn Community College District

Sexual harassment is prohibited by Butte-Glenn Community College and is against the law. Every employee, independent contractor, visitor, vendor or customer should be aware of :

- What sexual harassment is;
- What your individual responsibility is with regard to Sexual Harassment;
- How to prevent Sexual Harassment;
- What steps to take if harassment occurs; and
- State laws prohibiting retaliation for reporting sexual harassment.

Please refer to the attached information pamphlet: *Sexual Harassment Prevention Program*, and keep for future reference. If you have any questions or concerns, contact Human Resources at 895-2400 for further information.

The Butte-Glenn Community College district Board of Trustees has adopted Policy 5.7 Sexual Harassment Prevention. The policy is posted on campus and is also available to review in the Human Resources department.

Please Print Clearly

Name of Employee:	
Date Participated in Training Program:	<input type="checkbox"/> Full-time Faculty <input type="checkbox"/> Associate Faculty <input type="checkbox"/> Classified <input type="checkbox"/> Management <input type="checkbox"/> Temporary -195 day
Department / Job Title:	Manager/Supervisor/Dean/Dept. Chair

My signature below indicates that: (Please check one below.)

- I have received and reviewed the information pamphlet on Sexual Harassment.
- I also understand district's commitment to promote a non-hostile work environment and to enforce laws regarding sexual harassment or harassment of any kind.

AND

I have:

- Attended a training workshop presented by Butte-Glenn Community College.
- Watched the video tape (or DVD) distributed at New Hire Orientation or by the HR department.

*If you have chosen to watch the video tape (or DVD) please be sure to return it to the Human Resources Department at your earliest convenience.

Employee's Signature

Date

RETURN SIGNED FORMS, VIDEOS/DVD'S TO THE HUMAN RESORUCES DEPT