

<b>BOARD POLICIES</b>	<b>STAKEHOLDER COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION (BP-5028)</b> METRO TECHNOLOGY CENTERS	<b>The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.</b>
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**1.0 POLICY:**

Any stakeholder including Business and Industry Services clients or Adult and Continuing Development customers who are subjected to discrimination, harassment, disability harassment, sexual harassment, threatening behavior, and/or retaliation, or who witnesses such actions are encouraged to report such alleged actions to the:

Title IX Coordinator  
Metro Technology Centers  
1900 Springlake Drive  
Oklahoma City, OK 73111  
405-424-8324  
[TitleIX@metrotech.edu](mailto:TitleIX@metrotech.edu)

**1.1. Investigation**

The Title IX Coordinator will conduct thorough and impartial investigation within 10 working days of receiving the complaint, to the extent reasonably possible. The complainant and respondent will be provided opportunity to provide witnesses and other evidence. For all findings and decisions, the investigator shall notify all parties in writing of the decision and their right to appeal within 5 working days of completing the investigation.

**1.2. Appeal Process**

- 1.2.1. All parties have the right to appeal investigation decisions.
- 1.2.2. The appeal must be made in writing to the Associate Superintendent within 10 days of notification in writing of the decision.
- 1.2.3. Upon receiving an appeal request, the District will provide the appellant a written explanation of the appellant rights and options within two days.
- 1.2.4. Within five days of a request of an appeal the Associate Superintendent shall appoint an impartial panel for a hearing of the appeal. Such panel will consist of five persons with a minimum of one member of District leadership and one professional level staff member. No person will serve on the panel who was a witness or has such close ties to the parties to the complaint that the individual could not be impartial.
- 1.2.5. The hearing will take place within ten working days of receipt of the appeals request, to the extent reasonably possible. The appellant has the right to bring witnesses and other evidence. The hearing will be conducted in an impartial manner.
- 1.2.6. The hearing panel's decision is final.

**1.3. Retaliation**

- 1.3.1. Retaliation is any negative conduct which is taken in response to an individual's complaint of harassment or discrimination or participation in any investigation of such harassment or discrimination complaint. At no point will retaliation of any type be permitted.

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**2.0 CROSS REFERENCE:** BP-2031, BP-5020

**3.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
12-Sep-17	A	NEW