	and for discrimination on the basis of
	, and for discrimination on the basis of disability, see ADA Student Grievance Policy 3.20 and Procedure 3.20P) to the LCCC Human Resources (HR) Office or the Title IX Coordinator.
B.	All LCCC personnel who are informed of complaints of discrimination and/or harassment are advised to immediately forward the information to HR. HR will document the action that has been taken and maintain that information on file. HR will also determine if further action is

Nondiscrimination and Anti-2Pc **PURPOSE**2 9.1.422Pc.0 Tw 3.402 99.00 (Approximation/Anti-Harassment, the purpose of this process for review process and potential action of discrimination because at assertions.

- necessary and either take that action itself through an investigation or advise the appropriate supervisor of additional necessary action.
- C. HR shall receive and attempt resolution of anonymous complaints and any complaint against a LCCC contractor, vendor or affiliate.
- D. A formal complaint process is initiated when a complainant submits a written statement alleging discrimination or harassment, prohibited by the corresponding policy, to HR. In the statement, the complainant must provide any relief sought. Prompt submission of the formal complaint is encouraged.
- E. HR will consider the formal complaint, and may dismiss the complaint without further process or review if HR determines that the complaint on its face is frivolous, not credible, clearly without merit, or outside the scope of these formal complaint procedures.
- F. If the formal complaint is not dismissed, then HR will investigate the matter. Investigations shall ordinarily be completed within 30 business days following the date the complaint is received. The President or appropriate Vice President may approve an extension of time for good cause.
- G. The investigator shall review pertinent records, conduct interviews as appropriate, and prepare a written report.
 - 1) (n)te4v1e(av)s1,3v4n@r(av)ep68c(g)tates wnite to experient vaction (v9)tb1 ethiesserine lateras ratpatropera)BDIC(av)c0(0b)2T.2-Qe)07.rdx p(av)needvsto

confidentiality of the complainant and the individual against whom the complaint is filed to the extent possible consistent with LCCC's legal obligations to protect the rights and security of its employees and students.

7.0 RETALIATION

A. LCCC affirms the rights of individuals to bring complaints of discrimination and/or harassment without fear of reprisal. Each employee or student, who, in good faith, complains about illegal discrimination of any kind, is protected from retaliation and any act of retaliation will result in appropriate disciplinary action in accordance with Employee Conduct and Discipline Policy 6.10 and Procedure 6.10P,