BBCC ADMINISTRATIVE PROCESS

| Title: Prohibition of Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Stalking, and Retaliation | AP 6115 | Implementing Board Policy: 6115 |
| Originating Department: Human Resources | Originated: | Effective Date: 1/1/15 |
| Previous Revisions: 6/04, 9/12, 9/13 | Approved: |

1.0 PURPOSE

1.1 General

Big Bend Community College (BBCC) is committed to providing equal opportunity and fair treatment in employment and education. BBCC does not discriminate on the basis of a person's protected status. Further, no person may discriminate against another person on the basis of a person's protected status when acting or speaking on behalf of BBCC. Enforcement of this policy is subject to constitutional protections related to freedom of speech, association, and press.

This procedure establishes the reasonable measures BBCC will use to implement BBCC Board Policy 6115—Policy Prohibiting Discrimination, Harassment, Sexual Misconduct and Retaliation.

1.2 Scope

All persons, including students, employees, contractors, visitors, and guests are required to comply with this policy while on campus or participating in college activities. BBCC students and employees are required to comply with this policy while conducting college business off campus, such as business trips, field trips, and internships.

The college may consider a student's gender, marital status, or the existence of dependent children in making assignments to residence halls and other college housing in accordance with RCW 49.60.222.

2.0 DEFINITIONS

2.1 Complainant: employee(s), contractor(s), student(s), visitor(s), or guest(s) of BBCC who alleges that he/she has been subjected to discrimination, sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and/or retaliation.
2.2 **Complaint:** for the purpose of this procedure, a description of facts that allege violation of BBCC’s policy and procedures against discrimination, Collective Bargaining Agreement (CBA) provisions, or employment provisions, including but not limited to allegations of sexual harassment, sexual misconduct, domestic violence, dating violence, stalking, and/or retaliation.

2.3 **Consent:** means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

2.4 **Discrimination:** conduct, by any means, directed to any individual or group on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it substantially interferes with another’s ability to work, study, participate in, or benefit from the BBCC’s programs or activities, such that the person or group is effectively denied equal access to BBCC’s resources and opportunities based on protected status.

2.5 **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe, persistent and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from BBCC’s educational and/or social programs, and/or student housing. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples that may be considered harassment include, but are not limited to:

2.5.1 Racial epithets, “jokes”, offensive or derogatory comments, or other verbal or physical conduct based on an individual’s race/color.

2.5.2 Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual’s birthplace, ethnicity, culture, or foreign accent.

2.5.3 Verbal or physical abuse, “jokes” or offensive comments based on an individual’s age, gender, disability, or sexual orientation.

2.5.4 Marking, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

2.6 **Protected class:** race, creed, color, religion, national origin, age, sex, marital status, pregnancy, pregnancy status or families with children, status as a mother...
breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information, or any other legally protected classification.

2.7 Resolution: the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline.

2.8 Respondent: the person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

2.9 Retaliation: includes any actual or threatened retaliation or any act of intimidation against any participant (accused, accuser, or witness) intended to prevent or otherwise obstruct the reporting, subsequent investigation, or enforcement of a complaint under this procedure.

2.10 Sexual Harassment: a prohibited form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person’s gender. It includes sexual assault and can involve persons of the same or opposite sex. There are two types of sexual harassment:

2.10.1 Quid Pro Quo occurs when a person with authority over a student or employee explicitly or implicitly conditions a term or condition of the student or employee’s education or employment on the victim’s submission to unwelcome sexual advances, requests for sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature. This includes instances where submission to or rejection of such sexual conduct by a victim is used as the basis for educational or employment decisions affecting the victim. In determining whether such harassment exists, it is immaterial whether the victim resists and suffers the threatened harm or submits and thus avoids the threatened harm. Examples of behaviors that may rise to the level of quid pro quo harassment and therefore are prohibited include, but are not limited to:

a. Physical assault.
b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.

2.10.2 Hostile environment occurs when another’s unwelcomed conduct of sexual nature is sufficiently severe, persistent or pervasive and objectively offensive that: 1) it substantially interferes with another’s ability to work, study, participate in, or benefit from BBCC’s programs or activities; or 2) the conduct has the purpose or effect of unreasonably interfering with another individual’s work or educational performance or creating an intimidating, hostile or offensive working environment. This second alternative only applies in the context of employment. Examples of behaviors that may rise to the level of hostile environment and, therefore, are prohibited include, but are not limited to the following:
a. Comments of a sexual nature.
b. Sexually explicit statements, questions, jokes, or anecdotes.
c. Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body.
d. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
e. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
f. Subtle propositions for sexual activity or direct propositions of a sexual nature.
g. Uninvited letters, emails, telephone calls, texts, or other correspondence referring to or depicting sexual activities.

2.11 Sexual misconduct: a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

2.11.1 Nonconsensual sexual intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force, whether such persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

2.11.2 Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Domestic violence includes (a) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. Pursuant to Chapter 10.99 RCW, it also includes, but is not limited to the following crimes when committed by one family or household member against another: assault; drive-by shooting; reckless endangerment; coercion; burglary; criminal trespass, malicious mischief; kidnapping; unlawful imprisonment; and violation of a restraining order, no-contact order or protection order.

2.12 Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency or interaction.

2.13 Stalking means intentional and repeatedly harasses or follows another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent. In addition to
any other form of communication or conduct, the sending of an electronic communication may constitute stalking.

3.0 COMPLAINT PROCEDURES

3.1 Who may file a complaint? Employees, contractors, guests, or visitors of BBCC may file a complaint.

3.2 Reporting obligations for BBCC supervisors, administrators, faculty, and employees. Supervisors, administrators, faculty, and employees perform a key role in preventing and responding to discriminatory acts and behaviors, including sexual harassment. When a supervisor, administrator, faculty, or employee (except licensed professionals) becomes aware of incidents of discrimination, s/he will report the incident to the Title IX/EO Officer or designee as soon as possible, but no later than 36 hours after becoming aware of the incident regardless of victim’s desire for the matter to remain confidential and regardless of whether a report is made to campus security or local law enforcement. Individuals who fail to report such incidents based on a standard of reasonable care or who fail to cooperate fully with the complaint processes are subject to disciplinary action.

3.3 Complaints against students. Reports of discriminatory conduct or related retaliation that involve students, including student-to-student complaints, will be handled by the Vice President of Instruction and Student Services and will be guided by the provisions of the Student Conduct Code, Chapter 132R-04 WAC.

3.4 Complaints against employees, contractors, guests or visitors. BBCC will follow the provisions of this administrative procedure, and, if necessary other applicable statutes, administrative procedures, and board policies.

3.4 Confidentiality and right to privacy. BBCC will seek to protect the privacy of all parties involved to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as BBCC policies and procedures. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. However, to the extent possible, proceedings will be conducted in a discreet and sensitive manner. Files pertaining to the complaint will be maintained in confidence to the extent provided by law. Further, all files are considered public records and will be released as required by the Public Records Act, Chapter 42.56 RCW. BBCC cannot guarantee complete confidentiality. The Vice President of Human Resources and Labor or designee will make the determination as to how to handle the request for confidentiality.

Confidentiality Requests and Sexual Violence Complaints. The Vice President of Human Resources and Labor will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his/her name not be revealed to the Respondent or that BBCC not investigate the allegation, the Vice President of Human Resources and Labor will inform the complainant that maintaining confidentiality may limit BBCC’s ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that BBCC not investigate, the Vice President of Human Resources and Labor will determine whether BBCC can honor the request and at the same time maintain a safe and
non-discriminatory environment for all members of the BBCC community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- The seriousness of the alleged sexual violence;
- The age of the complainant;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- Whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If BBCC is unable to honor a complainant’s request for confidentiality, the CAO or his/her designee will notify the complainant of the decision and ensure that complainant’s identity is disclosed only to the extent reasonably necessary to effectively conduct and complete an investigation.

If BBCC decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the CAO or his/her designee will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

3.5 Procedures for reporting a complaint. Complaints may be submitted in writing or verbally to the Title IX/EO Officer. If the complaint involves a member of the Human Resources Office, the complainant may file such complaint directly with the Office of the President. A complaint can be filed at any time; however, BBCC encourages timely reporting of any incidents of discrimination or harassment to maximize BBCC’s opportunity to respond and investigate.

BBCC Title IX Coordinator/Equal Opportunity (EO) Officer
Kimberly Garza, Vice President of Human Resources and Labor
Human Resource Office, Building 1400
509-793-2010

Deputy Title IX Coordinators
Candy Lacher, Associate VP for Student Services
Admissions/Registration, Building 1400
509-793-2063

Hugh Scholte, Director of Residence Halls
Phillips Hall, Building 5000
509-793-2291
3.6 Investigation procedures for complaints against employees, guests, and visitors.

3.6.1 Initial review. The Title IX/EO Officer or his/her designee will conduct an initial assessment of the complaint to assess whether it alleges any conduct that may be prohibited by BBCC Policies, Procedures, Collective Bargaining (CBA) provisions, or other employee contractual provisions.

If the investigator concludes that an investigation is not warranted, the investigator will prepare a written summary detailing why the matter will be closed without further action and provide it to the complainant. If the investigator concludes that an investigation is not warranted under this procedure, but may be warranted under other BBCC policies, procedures, CBA provisions or other employee contractual provisions he/she will refer it for further review pursuant to Section 6.0 below.

BBCC has an independent duty to conduct an investigation regardless of whether law enforcement is conducting an investigation. Although some alleged conduct may not violate federal or state law, such incidents may qualify as a violation of BBCC policies, procedures or contract provisions and constitute improper behavior, unprofessional conduct, or a failure to engage in conduct supportive of an environment of mutual respect and professionalism in violation. Such complaints will be taken seriously and considered under this procedure.

3.6.2 Appointment of an investigator. The Title IX/EO Officer may appoint a designee to investigate the complaint. The Title IX/EO Officer shall inform the complainant and respondent(s) of the appointment of a designee.

3.6.3 Interim measures. Following receipt of a complaint the Title IX/EO Officer may determine whether immediate interim measures are necessary to protect the complainant prior to the completion of the investigation and the resolution of the complaint. Interim measures may include, but are not limited to, separating the respondent from the complainant, adjusting schedules, placing an employee on administrative leave, providing counseling and/or taking action per Chapter 132R-04 WAC. If it appears that such interim measures are warranted, the Title IX/EO Officer or designee will coordinate with the appropriate BBCC personnel to implement such measures.

3.6.4 Informal dispute resolution. Informal dispute resolution may be utilized where both the complainant and respondent agree to do so in writing. If appropriate, informal dispute resolution will include the involvement of a BBCC representative such as a counselor, a trained mediator, or an instructor or administrator. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual misconduct.

3.6.5 Initial notifications.

3.6.5.1 Sexual violence complaints. If a formal investigation is initiated on a matter involving sexual violence, the Title IX/EO Officer or his/her designee shall send an initial notification to both the complainant and respondent simultaneously that the matter is under investigation. Both the complainant and respondent shall
be informed of their rights during the investigative and
disciplinary processes, including Board Policy 6115, this
procedure, as well as BBCC's policy against retaliation. The
complainant must also be apprised of additional rights including:

a. Options to avoid contact with respondent;
b. Procedures to follow to preserve evidence of the
   alleged incident and seek medical treatment;
c. Who will receive a report of the complaint;
d. Right to file a criminal complaint as detailed in
   Section 5.0 below and notification that he/she is
   not required to file a criminal complaint with local
   law enforcement;
e. A list of resources for obtaining protective, no
   contact, restraining, or similar orders, if applicable;
f. A list of existing on and off campus counseling,
   mental health, victim advocacy legal assistance,
   or other victim services available for
   victims on-campus and in the community;
g. The procedures BBCC will follow to determine if
   discipline is appropriate;
h. Steps BBCC will take to ensure confidentiality and the
   limits this may place on BBCC's ability to investigate and
   respond, as set forth above;
i. A list of options and resources to assist the
   complainant regarding academic, living,
   transportation and working situations; and,
j. Information about BBCC's policy against retaliation and
   how the complainant should report retaliation or new
   incidents.

3.6.5.2 Discrimination, Harassment, and/or Retaliation Complaints:

a. Notification to Respondent. If a formal investigation
   is undertaken, the respondent will be notified in writing to
   the existence of a formal complaint and that an
   investigation of the complaint is underway. During the
   investigative process, the accused will be informed of
   his/her right to representation during any investigatory
   meeting and will be informed of BBCC's policy against
   retaliation.

b. Notifications to Complainant. The complainant
   shall be informed of BBCC’s policy against retaliation.

3.6.6 Investigation. If it is determined after initial review that the matter
warrants investigation pursuant to this procedure, the Title IX/EO Officer
or his/her designee will determine the appropriate process necessary to
ensure all relevant evidence is obtained and critical elements are
addressed. The investigation will include, but is not limited to, interviewing
the complainant, the respondent, and relevant witnesses, and reviewing
relevant documents. The investigation shall be concluded within a
reasonable time, normally sixty (60) days, barring exigent circumstances.
Employees, as a condition of employment, are required to be truthful and
to fully cooperate in the investigation process.
3.6.7 **Investigative Findings Report.** At the conclusion of the investigation the investigator shall set forth his/her findings and recommendations in writing. If the investigator is a designee he/she shall send a copy of the findings and recommendation to the Title IX/EO Officer. All discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation complaints and the records related to a subsequent formal investigation of those complaints conducted pursuant to this procedure, if any, shall be maintained confidentially to the extent allowed by law for an indeterminate period of time in the Human Resources Office. Additionally, the Title IX/EO Officer or designee will make a reasonable effort to meet with the complainant and accused to inform them of the results of the investigation in summary form.

Additionally, the Title IX/EO or designee will prepare and provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a finding that the complaint is or in not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action consistent with applicable Standards of Conduct for Students, collective bargaining agreements, policies, or contracts. Both the complaint and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

3.6.8 **Corrective Action.** BBCC will take appropriate corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment or discrimination took place that is in violation of BBCC policy, procedure, CBA provisions, or employment contracts. The appropriate BBCC authority shall consider the findings and determine, based on preponderance of evidence, whether a violation of this policy has occurred or whether any other violations of BBCC policies, procedures, rules, or contract provisions have occurred. The appointing authority shall then consider the findings and determine what steps should be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Violations may result in disciplinary action or revocation of permission to be on BBCC premises or at BBCC sponsored activities. Employees who are found to have violated these procedures will be subject to disciplinary action up to and including termination from employment; contractors will be subject to a breach of contract and may be “trespassed” from the BBCC Campus and other facilities utilized by the District; guests and volunteers will be subject to being “trespassed” from the BBCC campus and other facilities leased or utilized by BBCC. Corrective action for students will be handled pursuant to BBCC Chapter 132R-04 WAC.
3.7 Disclosure of disciplinary results

3.7.1 Disclosure of student discipline. Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv), the Title IX/EO or designee will simultaneously provide each party with written notice of the investigative findings and of actions taken or recommended to resolve complaints. Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if employee discipline related to a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, subject to the following limitations. BCCC is required to provide the complainant and the accused with simultaneous written notice of the outcome, the appeal procedures for the complainant and respondent to appeal the decision. The complainant shall be informed in writing of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complaint, such as finding that the complaint is or is not meritorious or an order that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of any referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements and to notice of appeal procedures, if any. Both the complainant and respondent are also entitled to notice of any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

3.7.2 Disclosure of employee discipline. Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if the discipline relates to sexual assault, dating violence, domestic violence or stalking, BCCC is required to provide the complainant and the accused with simultaneous written notice of the outcome of the institutional disciplinary hearing, the appeal procedures for the complainant and respondent to appeal the decision, any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

3.7.3 Disclosures regarding volunteers, guests, and contractors. BCCC will notify the complainant of any actions it takes which relate directly to complainant, such as a No Trespass Order prohibiting the volunteer, guest or contractor from being on campus. Additionally, if the matter involves a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, BCCC may elect to terminate the contract or license for the individual to be on campus. BCCC will provide the complainant and the respondent with simultaneous written notice of such decisions; advisement of appeal procedures, if any; any change to the results that occur prior to the results becoming final; and when such results become final.
4.0 LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the President of BBCC from taking, if he/she determines appropriate, immediate disciplinary action in accordance with BBCC policies and procedures, collective bargaining agreements and federal, state, and municipal rules and regulations.

5.0 CRIMINAL AND ADMINISTRATIVE COMPLAINT OPTIONS FOR SEXUAL MISCONDUCT

5.1 Criminal complaints. Any person who believes he/she has been the victim of sexual misconduct also has the option to pursue a criminal complaint by contacting local law enforcement.

5.2 Consecutive or concurrent complaints. Any person who believes he/she has been the victim of sexual misconduct, may pursue an administrative complaint through BBCC and a criminal complaint with law enforcement consecutively or concurrently.

6.0 COMPLAINTS NOT COVERED

Complaints that are not covered as part of the initial review and which allege conduct not covered by this procedure will be reviewed and processed pursuant to the policies, procedures, and/or collective bargaining agreement provisions applicable to the conduct identified in the complaint.

6.1 Matters will be remanded to the appropriate administrator for further consideration and investigation.

6.2 Harassment or discrimination allegations based upon union activities are not included in this procedure, but covered by the various collective bargaining agreements between the Board of Trustees and its recognized employee representatives.

7.0 PUBLICATION OF COMPLAINT PROCEDURES AND SEXUAL VIOLENCE POLICY

The policies and procedures regarding complaints of discrimination shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of this policy will be provided a copy of these policies and procedures. During the initial meeting with a sexual violence complainant, the Title IX/EO Officer or designee will provide the complainant with a copy of the College's policies regarding sexual violence.

8.0 EXTERNAL COMPLAINT

State and federal agencies have their own processes for responding to and processing complaints, including their own prescribed timeframes for submission of complaints. Filing a complaint with a state or federal agency listed below may be done in lieu of or in addition to BBCC's complaint procedure. Individuals may always file a complaint with:

8.2 US Department of Education Office for Civil Rights at 800.421.3481 or TDD 877.521.2172, 2910 3rd Avenue, Mail Stop 106, Seattle, WA 98174-1099, OCR@ed.gov

8.3 Equal Employment Opportunity Commission at 800.669.4000 or TDD 800.669.6820, 1321 2nd Avenue, 7th Floor, Seattle, WA 98101, www.eeoc.gov

8.4 Office of Federal Contract Compliance at (206) 398-8005, Room 3038, Regional Office, 909 First Avenue, Seattle, WA, 98104 www.dol.gov/ofccp/index.htm

8.5 U.S. Department of Labor at (206) 398-8039, Wages and Hour Division, 300 Fifth Avenue, Suite 1130, Seattle, WA, 98104, www.dol.gov/whd/index.htm