

# REPORTING OPTIONS FOR EMPLOYEES

To report any of the following incidents, refer to the listing below to select the appropriate option.

(In most cases, the incident must either have occurred on campus, at an off-campus College-sponsored event, or off-campus while handling College business.)

## If ...

- You have been subjected to discrimination or harassed based on a protected category.
- You have been subjected to pressure for an intimate relationship; unwelcome sexual advances; unwelcome touching, kissing, or hugging; unnecessary references to parts of your body; or remarks about your gender, nonconformity with gender stereotypes, or sexual orientation.
- You need a reasonable accommodation of a physical or psychological impairment that substantially limits a major life activity in order to perform the essential functions of your job.
- You have been subjected to or threatened with retaliation for filing a discrimination, harassment or retaliation complaint; seeking a reasonable accommodation for a disability or for a religious observance; or cooperating in the investigation of a complaint.

**You should contact  
Diversity, Equity & Inclusion at  
845-574-4758**

You can also file a complaint with the New York State Division of Human Rights or the U.S. Equal Employment Opportunity Commission, or take any legal action you may deem advisable.

## If ...

- You are having a problem with a co-worker that is not based on a protected category.
- You are having a problem with your supervisor that is not based on a protected category.
- You think that there has been a possible violation of your collective bargaining agreement.
- You are injured (not on the job), are ill, or are having surgery or other treatment and need to take time off from work.
- You want to apply for Family & Medical Leave Act (FMLA) or extended sick leave.
- You are injured on the job.

**You should contact  
Human Resources at 845-574-4720**

## If ...

- You are the victim of domestic violence.
- You have witnessed or have reasonable cause to suspect that an employee is using College resources to threaten, harass, or abuse an intimate partner.

**You should contact  
any of the following offices:  
Human Resources at 845-574-4720  
Public Safety at 845-574-4217  
Diversity, Equity & Inclusion at  
845-574-4758**

## If ...

- You have been subjected to or witnessed:
  - ◆ Intimidating or bullying conduct
  - ◆ Abusive language
  - ◆ Threatening behaviour
- You have been subjected to, threatened with or witnessed acts of violence.
- You have been subjected to, threatened with or witnessed other criminal conduct.
- You have been subjected to, threatened with or witnessed hate or bias crimes.
- You have seen someone concealing or using a weapon.
- You have an Order of Protection and want to create an on-campus safety plan.

**You should contact  
Public Safety at 845-574-4217**

You can also file a criminal complaint with local law enforcement and/or state police.

## If ...

- You have witnessed or have reasonable cause to suspect any sexual abuse of a child.

**You must contact  
Public Safety at 845-574-4217**

## The following are considered PROTECTED CATEGORIES:

age, alienage, color, creed, disability, familial status, gender/sex, gender identity, genetic pre-disposition, military status, national origin, pregnancy, prior non-job related record of conviction, race, religion, sexual orientation, status as a victim of domestic violence and status as a nursing mother.

## If you prefer to report anonymously ...

You can report an incident using the following and not disclose your name:

College's anonymous tip line:  
845-574-4636

For more information about College policies, go to  
[sunyrockland.edu/about/college-policies](http://sunyrockland.edu/about/college-policies)

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