



NON-DISCRIMINATION POLICY DISCRIMINATION COMPLAINT PROCEDURE

Non-discrimination Policy:

BioHealth College is dedicated to equal opportunities and nondiscrimination regarding admissions, policies, programs offered and employment regardless of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation, or any other basis protected by federal, state, or local law, ordinance or regulation. Both students and BioHealth College employees are prohibited from engaging in discrimination and harassment, including sex discrimination, and sexual harassment.

Harassment Policy:

BioHealth College is dedicated to providing an educational and work environment that is free from fear, intimidation or hostility. Therefore, BioHealth College maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex, marital status, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy prohibits harassment in any form including verbal, physical, and visual harassment and applies to all BioHealth College students, employees and agents. Students are encouraged to report incidences of harassment to college administration.

Designated Employee:

Dr. Sam Shirazi, President, is the person responsible for insurance of compliance with Title IX requirements responding to complaints of sex discrimination / sexual harassment. The President is also the person responsible for ensuring compliance with laws prohibiting discrimination and harassment on the other bases described in the Non-discrimination Policy and the Harassment Policy, including responding to complaints on those bases.

Dr. Shirazi is available on campus Monday – Friday or he can also be reached at:
(408) 428-0208 – extension 209
sam@biohealthcollege.edu

Discrimination Complaint Procedure:

The following lists the procedures for students, to file a discrimination/harassment complaint against another student, an employees, or third party, including a sex discrimination or sexual harassment complaint:

Anyone who wants to file a complaint is encouraged to bring the complaint directly to the President, Dr. Sam Shirazi. Employees who receive complaints from students or who observe discriminatory or harassing conduct against students should inform the President immediately.

The President will hear and document the complaint, including all allegations, persons involved and time and date of complaint. The complainant has the right to file a formal complaint without first attempting informal resolution of her/his allegations.



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The President will investigate said complaint thoroughly and without prejudice. Both parties will have the opportunity to provide information about witnesses and other evidence to be considered during the investigation.

The President will reach a determination of whether discrimination/harassment occurred as to each allegation, using a preponderance of the evidence standard (i.e., it is more likely than not that discrimination/harassment occurred).

The President will take necessary action to ensure safety and compliance with non-discrimination laws including any disciplinary action required, as well as other steps necessary to prevent recurrence of any discrimination/harassment and to correct its effects on the complainant and others, if appropriate.

A complete report will be provided to all parties concerned as soon as possible, but no later than 30 working days from the date the complaint was filed. The report will include: the outcome of the complaint, including whether or not discrimination/harassment was found to have occurred as to each allegation; and a description of the steps that have been or will be taken to remedy the effects of any discrimination and prevent its recurrence.

The College prohibits retaliation against any individual who files a complaint or participates in an investigation. Allegations of retaliation are subject to the procedures and sanctions under the Nondiscrimination Policy and the Harassment Policy.

The College will provide ongoing notice of the Discrimination Complaint Procedure in its campus publications and on its website, including locations to obtain a copy of the procedure.