

**PREVENTING HARASSMENT
ACKNOWLEDGEMENT STATEMENT**

I, _____ acknowledge and understand the following:
(PRINT NAME)

1. I have been provided with information about how to review the Yavapai College policies:

- Enter the following into your web browser: <http://www.yc.edu/policies>
- Click on Human Resources, Section 2 Policies

HR Policy 10.07, [Sexual Misconduct](#) (read and review)

Excerpt: Yavapai Community College is committed to maintaining a harassment free environment, for employees, students, and patrons. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's status protected under federal or state law or College policy including sex, color, race, religion, national origin, age, sexual orientation, disability, veteran status, citizenship status, or other legally protected status.

HR Policy 2.26, [Zero Tolerance for Threats and Disruptive Behavior](#) (read and review)

Excerpt: Threats, threatening or abusive behavior, acts of violence, and other disruptive behavior such as harassment, intimidation by anyone against employees, students, visitors, or other individuals who are on College-controlled premises will not be tolerated. Such behavior includes (but is not limited to) verbal or written statements, gestures, or expressions that communicate a direct or indirect threat of harm to another individual.

2. I understand that there are responsibilities and skills that we all share and strategies we can use to create a safe working and learning environment at Yavapai College. Awareness and communication of personal boundaries as well as respect for those boundaries of others are everyone's responsibility.

3. I have been provided the contact name and number of my Human Resources representatives in case I have any questions or need information.

- Emily Weinacker, Director, Human Resources (928)776-2344
- Kirsten Fanning, HR Manager/Employee Relations (928)776-2216

Employee Signature

Date