



GADSDEN STATE

COMMUNITY COLLEGE

P. O. Box 227, Gadsden, AL 35902-0227

www.gadsdenstate.edu

Memorandum

TO: All Employees

FROM: Kevin L. Willoughby, M.Ed., SHRM-CP
Director of Human Resources

SUBJECT: Harassment and Discrimination Policy
ACCS Board of Trustee's Policy on Harassment

DATE: May 17, 2022

All employees are required to read and acknowledge receipt of the College's Policy against Harassment and Discrimination and the ACCS Board of Trustee's Policy on Harassment; copies of the policies are attached. The Policy against Harassment and Discrimination can be found on the College's website and in the Employee Handbook. For more information on the ACCS Board of Trustee's Policy on Harassment, please access the Alabama Community College System's website at www.accs.cc.

Please read the policies and return the signed form to Human Resources.

I acknowledge receipt of the College's Policy against Harassment and Discrimination and the ACCS Board of Trustee's Policy on Harassment. I also acknowledge that I have read and understand the contents of both policies.

Name (print)

Position

Signature

Date