



Unlawful Discrimination Policy

History:

Amended by the Colorado School of Mines Board of Trustees on August 29, 2014. See full history on page 2

1.0 BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (1999) in order to set forth a policy concerning unlawful discrimination at Mines. This policy shall supersede any previously promulgated Mines policy that is in conflict herewith.

2.0 UNLAWFUL DISCRIMINATION POLICY

Attendance and employment at Mines are based solely on merit and fairness. Discrimination on the basis of age, gender, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status is prohibited. No discrimination in admission, application of academic standards, financial aid, scholastic awards, or any terms or conditions of employment shall be permitted. If a complaint of discrimination on the basis of gender arises, it shall be governed under Mines' Policy Prohibiting Gender-Based Discrimination, Sexual Harassment and Sexual Violence.

3.0 PERSONS WHO MAY FILE AN UNLAWFUL DISCRIMINATION COMPLAINT

An unlawful discrimination complaint may be filed by any individual described in one of the categories below:

- A. Any member of the Mines campus community, including classified staff, exempt employees, and students as well as any applicant for employment or admission, who believes that he or she has been discriminated against by Mines, a branch of Mines, or another member of the Mines community on account of age, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status;
- B. Any person who believes that he or she has been threatened with or subjected to duress or retaliation by Mines, a branch of Mines, or a member of the Mines community as a result of (1) opposing any unlawful discriminatory practice; (2) filing a complaint hereunder; (3) representing a complainant hereunder; or (4) testifying, assisting, or participating in any manner in an investigation, proceeding, hearing, or lawsuit involving unlawful discrimination; or
- C. The Associate Vice President for Human Resources or an attorney from the Office of Legal Services, if any of these individuals deem it to be in the best interest of Mines to do so.

4.0 CHOICE OF REMEDIES

No complainant shall be permitted to file an unlawful discrimination claim under the Mines Unlawful Discrimination Policy and any other complaint or grievance policy or procedure when the complaint or grievance arises out of an identical set of facts. In such a situation, a complainant shall be entitled to file his or her claim under the policy or procedure of his or her choice.



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5.0 IMPLEMENTATION

Mines' Board of Trustees directs the President or President's delegates to develop, administer and maintain the appropriate administrative policies, procedures, and guidelines to implement this policy.

6.0 RESOURCES

Contact for Complaints about Student Behavior:

- Rebecca Flintoft, Director of Auxiliary Services, Student Center; Telephone - 303.273.3288; Email – rflintof@mines.edu
- Brent Waller, Director of Residence Life and Housing; Telephone - 303.273.3046; Email – bwaller@mines.edu

Policies and Procedures for Complaints regarding Student Behavior:

- Notice of Nondiscrimination
- Unlawful Discrimination Investigation, Resolution and Adjudication Procedure for Complaints Involving Student Behavior
- Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence

Contact for Complaints about Employee or Third Party Behavior:

- Mike Dougherty, Associate Vice President for Human Resources, Guggenheim Hall; Telephone - 303.273.3250; Email – mdougher@mines.edu
- Veronica Graves, Assistant Director of Human Resources, Guggenheim Hall; Telephone - 303.273.3250; Email – vgraves@mines.edu
- Karin Ranta-Curran, Assistant Director for Human Resources - EEO and Equity and Title IX Coordinator, Guggenheim Hall; Telephone - 303.384.2558; Email - krcurran@mines.edu

Policies and Procedures for Complaints regarding Employee or Third-Party Behavior:

- Notice of Nondiscrimination
- Unlawful Discrimination Complaint, Investigation and Resolution Procedure for Complaints Involving Employee or Third-Party Behavior
- [Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence](#)

7.0 HISTORY

Promulgated by the Mines Board of Trustees on March 13, 1992.
Amended by the Mines Board of Trustees on June 10, 1999.
Amended by the Mines Board of Trustees on June 22, 2000.
Amended by the Mines Board of Trustees on June 7, 2003.
Amended by the Mines Board of Trustees on August 14, 2007.
Amended by the Mines Board of Trustees on August 29, 2014.

	Policy: Workplace Violence	Page 1 of 4
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1.0 BACKGROUND AND PURPOSE

Increasingly, incidents of violence and workplace confrontations are becoming more common throughout society. While this kind of behavior is not prevalent at Colorado School of Mines, and indeed it is rare, it is never-the-less prudent for CSM to clearly communicate its expectations of all who come to campus. Since August 1996, CSM has relied upon an Executive Order issued by Governor Roy Romer, for its Workplace Violence prohibition guidelines. The policy and procedures below are intended to amplify Governor Romer's executive order and provide a reporting, complaint and resolution process.

2.0 POLICY

Colorado School of Mines is committed to maintaining an environment of respect that is free from violence or threats of violence. As a diverse community requiring trust, openness, and physical safety, CSM will not tolerate violence or threats of violence in the campus community and workplace. It is the policy of CSM not only to prohibit such behavior, but also to take seriously all reports of incidents, addressing each as appropriate. Further, all weapons identified and defined in [Colorado Revised Statutes § 18-12-101](#) are banned from CSM premises. (Exception: Students who wish to possess firearms are referred to the Firearms Storage Procedures as outlined in the Campus Rules and Regulations section of the Student Handbook. All firearms must be stored at the CSM Department of Public Safety Office and all access will be controlled by the Public Safety Department.)

This policy applies to all persons conducting business with or visiting CSM, even though such persons are not directly affiliated with CSM. Individuals who violate this policy may be removed from the premises and, depending on the employment relationship, will be subject to disciplinary action that can include termination of employment as well as criminal prosecution, or both.

3.0 DEFINITIONS

3.1 Violent Behavior – Any act or threat of physical, verbal or psychological aggression or the destruction or abuse of property by an individual. Threats (including those made in person, by mail, over the telephone, by fax, by e-mail, or by other means) may include veiled, conditional or direct threats in verbal or

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written form, resulting in intimidation, harassment, harm, fear, or endangerment of the safety of another person or property. In addition, acts or threats may include gestures or symbols.

3.2 Workplace or Premises – Includes all CSM property, facilities and off-campus locations where faculty, staff, or students are engaged in CSM business, educational programs, or activities.

4.0 PROCEDURES

4.1 Reporting: Faculty and staff involvement is essential to preventing violence or threats of violence. All members of the CSM community have a responsibility to report threatening or violent behavior. Each faculty and staff member must immediately report to his or her supervisor or department head, to the CSM Department of Public Safety, or to Human Resources any acts or behaviors covered under this policy. If the employee’s supervisor is the perpetrator, the employee must report the behavior to the next level manager.

4.1.1 Reporting Imminent Acts or Threats: In the case of an actual or imminent act or threat of violent behavior, call the CSM Campus Police Department at 303.273.3333 (from on-campus phones, simply dial 3333) or use 911 to alert the Golden Police Department who will coordinate with CSM police. When in doubt about the urgency of the threat of violence, CSM police should be contacted.

4.1.2 Criminal Acts: Any employee who believes a crime has been committed has the right to report that to the proper law enforcement agency.

4.2 Supervisors: Any supervisor who becomes aware of violent or threatening behavior must report the incident to his or her manager and to Human Resources. If the supervisor believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor must first immediately contact the CSM Police Department and then report the incident to his or her manager and Human Resources.

4.2.1 Immediate Action: Nothing in this policy and procedures relieves a supervisor or manager from taking immediate action when the safety or security of employees or students is threatened and time is crucial. CSM will support efforts made by supervisors, managers, and campus specialists in dealing with immediate violent behavior or immediate threats of immediate violent behavior.

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4.3 Confidentiality: CSM will ensure that all reports of workplace violence are treated confidentially to the extent possible. Reports of threatening or violent behavior will be disclosed as necessary in order to: (a) conduct an investigation, (b) to protect the reporting individual(s) from possible retaliation, (c) to complete disciplinary action, and (d) to protect the alleged offender.

4.4 Investigation: Upon a report of workplace violence, CSM will conduct an investigation as promptly as feasible. Depending on the level of the incident, the investigation may be led by CSM Public Safety, Human Resources, the department head in the affected department, or other CSM entity as appropriate. In most cases, an investigation will be a joint effort undertaken with the advice and counsel of CSM's Office of Legal Services.

4.5 Discipline and Sanctions: Depending upon the outcome of the investigation, violation of this policy may result in employment-related discipline up to and including termination of employment. If the incident was of a nature where it was reported to a law enforcement agency, the criminal justice system may also impose penalties. Non-employee violations of this policy will be handled in accordance with applicable laws. Further, CSM will support criminal prosecution against any person who commits a crime in violation of this policy.

4.6 Retaliation: Reasonable action will be taken to ensure that persons involved in an investigation, or in providing information during an investigation, do not suffer any form of retaliation because of their good faith participation. Retaliation against anyone for good faith reporting of a violation of this policy or for cooperating in an investigation under this policy is prohibited and creates a separate, serious offense.

4.7 False Charges: If, upon investigation, it is determined that a report was intentionally falsified or made maliciously, the employee providing the false information will be subject to disciplinary action up to and including termination and, depending on the facts, may be subject to criminal prosecution.

4.8 Restraining / Protective Orders: Any employee who has obtained a restraining / protective order or other judicial order that lists a CSM location as a protected area must immediately provide a copy of the order to the CSM Campus Police. Other parties may also be informed when deemed necessary by CSM Campus Police for the safety of the CSM community.

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4.9 Employee Assistance Program: Confidential counseling and assistance for employees and supervisors is available through the Colorado State Employee Assistance Program (C-SEAP) at no charge. C-SEAP program, services, and contact information may be found on the CSM Human Resources web site or at C-SEAP's web page: <http://www.colorado.gov/dpa/dhr/eap/index.htm>.

4.10 Freedom of Expression: CSM recognizes the necessity of protecting individual rights and encouraging free speech, but also recognizes that certain conduct can threaten the mutual respect that is the foundation of scholarly communities. Nothing in this policy and these procedures is intended to curtail an individual's right to express himself/herself as long as that expression does not constitute "Violent Behavior" as defined in these procedures.

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

1.0 BACKGROUND AND PURPOSE

This policy is promulgated by the Board of Trustees of the Colorado School of Mines (“Mines” or “the University”), pursuant to the authority conferred upon it by C.R.S. §23-41- 104(1). Through this policy, Mines outlines its expectations regarding amorous relationships between Mines’ community members. This policy shall govern if any of its provisions conflict with other Mines policies.

2.0 POLICY

For the protection of all Mines community members, amorous relationships with inherent conflicts of interest and significant power differentials are prohibited unless and until the conflict of interest is disclosed AND removed.

Even if both parties to the amorous relationship appear to have consented, if the parties are in unequal positions relative to one another, this may result in significant power differentials. The existence of a power differential may restrict the less powerful individual's choice to participate freely and willingly in the relationship due to actual or perceived coercion and/or retaliation. Mines considers there to be three categories of amorous relationships: a) those not subject to the restrictions below; b) those that are permitted with appropriate disclosure and conflict of interest monitoring; and c) those that are prohibited. The latter two are discussed below.

2.1 AMOROUS RELATIONSHIPS REQUIRING DISCLOSURE AND CONFLICT OF INTEREST MONITORING

If an amorous relationship between Mines community members does not have a current conflict of interest or power differential, but could reasonably result in either at some point in the future, then disclosure to and monitoring by the appropriate supervisor are required. Examples of amorous relationships that must be disclosed include, but are not limited to:

- Employees who have an amorous relationship with another person over whom they have indirect supervisory responsibilities (e.g., influence over assignments, oversight of hours worked or schedules, input regarding performance, etc.)
- An Instructor who engages in an amorous relationship with a student for whom the Instructor has no current professional responsibility, but where there is a reasonable expectation that the Instructor may have professional responsibility for the student at some point in the future.

2.2 PROHIBITED AMOROUS RELATIONSHIPS

The following amorous relationships are prohibited under all circumstances:

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

- No person in a Position of Trust, as defined below, shall engage in an amorous relationship with a student.
- No Instructor shall engage in an amorous relationship with a student who is enrolled in a course being taught by the Instructor, whose academic performance is supervised by the Instructor, or who volunteers for or performs work of any kind for the Instructor.
- No Supervisor shall engage in an amorous relationship with a person over whom they have direct supervisory responsibilities.
- No Mines employee shall engage in an amorous relationship with another Mines student or employee over whom they have evaluative responsibilities, such as in the context of a thesis or a promotion/tenure committee.

Any such relationship will be presumed to be non-consensual by Mines. Any employee who is aware of such a relationship is a mandatory reporter and must report the existence of a prohibited relationship to the Title IX and Equity Compliance office.

3.0 VIOLATIONS AND SANCTIONS FOR VIOLATIONS

- Engaging in an amorous relationship that is prohibited by this policy constitutes a violation that may result in sanctions up to and including removal of the employee's supervisory, instructional or evaluative responsibilities and/or termination.
- Failing to disclose an amorous relationship as required by this policy constitutes a violation that may result in sanctions up to and including removal of the employee's supervisory, instructional or evaluative responsibilities, and/or termination.
- In cases where a student employee has engaged in an amorous relationship that may have violated this policy, the matter will be referred to the Dean of Students for adjudication.

4.0 RETALIATION PROHIBITION AND SANCTIONS FOR RETALIATION

Mines' employees may not retaliate against an individual for making a report under this Policy or participating in an investigation regarding allegations that fall within the Policy. Any employee who engages in retaliation may be subject to disciplinary action up to and including termination and/or expulsion. Reports of retaliation will be reviewed and investigated in the same manner in which other allegations of misconduct are handled.

	Amorous Relationships Policy	
	Amended by the Colorado School of Mines Board of Trustees July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

5.0 IMPLEMENTATION

Mines' Board of Trustees directs the President or President's delegates to develop, administer, and maintain the appropriate administrative policies, procedures, and guidelines to implement this policy.

6.0 DEFINITIONS

Amorous relationship: a romantic, dating, or sexual relationship. This definition excludes marital or civil union relationships.

Employee: Any person employed or appointed by Mines, including but not limited to, academic faculty, administrative faculty, state classified staff, graduate assistants, student hourly employees, non-student hourly employees, non-paid staff, authorized volunteers, non-remunerative appointees, and student work-study employees.

Instructor: Any person who performs any teaching, instruction, or coaching duties at Mines, including academic faculty members, instructional staff, athletic coaches, non-remunerative appointees and graduate students with teaching or tutorial responsibilities.

Person in a Position of Trust: Any person employed in a position that could or would compromise the employee's ability to perform his or her duties appropriately if they engaged in an amorous relationship with a Student. Persons in Positions of Trust at Mines include, but are not limited to, employees of the Admissions Office, Registrar's Office, Student Life Division including the Residence Life Office, Center for Academic Services and Advising (CASA), and Public Safety Department.

Student: Any person who is applying to the University or who is currently enrolled at Mines, regardless of age or status.

Supervisor: Any person employed at Mines who occupies a position of authority over another employee with regard to hiring, administering discipline, conducting evaluations, granting salary adjustments, or overseeing or assigning work.

7.0 REVIEW CYCLE AND HISTORY

The policy will be reviewed at least every two years by the Title IX and Equity Officer.

Promulgated by the CSM Board of Trustees on February 14, 1992.

Amended by the CSM Board of Trustees on June 18, 1992.

Amended and Administratively Adopted March 2012.

Amended by the CSM Board of Trustees on July 15, 2016.(formerly known as the "Personal Relationships Policy")

	Procedures for the Amorous Relationships Policy	Responsible Administrative Unit: Administration & Operations
	Procedures Adopted: July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

1.0 BACKGROUND, PURPOSE AND JURISDICTION

On July 15, 2016, the Board of Trustees of the Colorado School of Mines (“Mines”) adopted the [Amorous Relationships Policy](#) (“the Policy”). The Policy prohibits certain amorous relationships involving one or more Mines Employees due to inherent conflicts of interest. The Policy also mandates disclosure of amorous relationships between one or more Employees that could reasonably result in a conflict of interest. This procedure implements the Policy and provides for the following:

- a disclosure process through which Mines Employees can identify amorous relationships;
- institutional responses to rectify current or future conflicts of interest arising from amorous relationships; and
- a process for prompt, fair, and impartial investigation and resolution of complaints arising under the Policy.

2.0 DISCLOSURE PROCESS

- 2.1 When an amorous relationship must be disclosed, it is the responsibility of the person in the higher power position to initiate the disclosure.
- 2.2 The relationship must be reported immediately to the appropriate dean, department head, or supervisor so that suitable arrangements can be made to avoid current and future conflicts of interest.
- 2.3 The disclosure must be in writing and contain the following information:
 - Name and status of the parties to the relationship;
 - Identification of any potential or existing conflicts of interest;
 - Date the relationship began; and
 - Date the disclosure was required under this policy.
- 2.4 The supervisor who receives the disclosure will maintain the confidentiality of the relationship to the extent practicable. Disclosure of the relationship to a third party by the supervisor may be necessary in order for the supervisor to receive advice from the Human Resources or other campus departments, to explain a change in assignments, etc.
- 2.5 The supervisor will provide a copy of the disclosure document to the Title IX and Equity Compliance office to avoid any confusion in the event that office receives a complaint about the amorous relationship.

	Procedures for the Amorous Relationships Policy	Responsible Administrative Unit: Administration & Operations
	Procedures Adopted: July 15, 2016	Policy Contact: Title IX & Equity Compliance Office krcurran@mines.edu

3.0 CONFLICT OF INTEREST RESOLUTION AND/OR MITIGATION

- 3.1 Disclosure of an amorous relationship may result in the removal of the supervisory, evaluative, or instructional responsibilities from the person in the higher position as deemed necessary by the supervisor.
- 3.2 Even if the conflict of interest can be resolved, the person in the higher position shall be held accountable for any unprofessional behavior resulting from the amorous relationship.

4.0 COMPLAINT

- 4.1 Complaints regarding amorous relationships or suspected amorous relationships will be referred to the Title IX and Equity Compliance office.
- 4.2 All complaints will be resolved through the Procedures for Resolving Complaints of Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Against Employees or Third Parties, which are found in the [Mines' Policy Library](#).
- 4.3 In cases where a complaint is received about a student employee engaging in an amorous relationship that may have violated the Student Code of Conduct, the matter will be referred to the Dean of Students for adjudication.

5.0 SANCTIONS

- 5.1 Failure to disclose an amorous relationship referenced in the Policy may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.
- 5.2 Misrepresentation of the circumstances of the amorous relationship by the disclosing party may result in disciplinary action up to and including removal of the Employee's supervisory, instructional or evaluative responsibilities and/or terminations of employment.

6.0 REVIEW CYCLE AND HISTORY

These procedures shall be reviewed concurrently with the Amorous Relationships Policy. Procedures Administratively Adopted July 15, 2016.

	Policy on the Protection of Minors	Responsible Administrative Unit: Office of Compliance and Policy
	Issued: April 24, 2014 Revised:	Policy Contact: Director of Compliance and Policy Email address: compliance@mines.edu

1.0 BACKGROUND AND PURPOSE

Colorado School of Mines (“Mines” or “university”) is committed to the safety of all individuals in its community. The university has particular concern for those who are potentially vulnerable, including minors, who require special attention and protection. This policy establishes guidelines for the Mines community-at-large, as well as for those in the Mines community who may work or interact with individuals under 18 years of age, with the goal of promoting the safety and well-being of minors and ensuring compliance with applicable laws.

2.0 SCOPE

This policy provides broad safeguards intended to better protect minors when they are on the university Campus, participating in university programs and activities designed to include minors, or when they are in the care of University Personnel, Volunteers, or Contractors. All Mines Personnel, Volunteers, and Contractors are expected to be familiar and comply with the provisions of this Policy and any related university policies and/or procedures. This policy also establishes requirements for non-university organizations and entities, including but not limited to Recognized Student Organizations, that operate non-university programs or activities designed to include minors.

3.0 DEFINITIONS

For purposes of this policy only, the following definitions shall apply:

- 3.1 Abuse or Neglect of Minors:** As defined in Colorado state statute (C.R.S. § 19-1-103). Please consult statute for full definition. In summary, child abuse and neglect means an act or omission that threatens the health or welfare of a person under 18 years of age.
- 3.2 Campus:** All buildings, facilities, and properties that are owned, operated, managed, or controlled by Mines.
- 3.3 Minor:** A person under the age of eighteen (18).
- 3.4 Recognized Student Organization:** A student organization and club registered with the Board of Student Organizations. For purposes of this policy only, a Recognized Student Organization is considered to be a non-university organization and entity.

	Policy on the Protection of Minors	Responsible Administrative Unit: Office of Compliance and Policy
	Issued: April 24, 2014 Revised:	Policy Contact: Director of Compliance and Policy Email address: compliance@mines.edu

- 3.5 University (or Mines) Contractor:** An individual or entity retained by the university under contract to provide services and/or support for university programs and activities designed to include minors.
- 3.6 University (or Mines) Personnel:** Includes, but is not limited to all university faculty, staff, post-doctoral fellows, visiting scholars, and students in their capacity as student-employees.
- 3.7 University (or Mines) Volunteer:** An uncompensated individual who is authorized by a university department or unit to: a) perform civil, charitable, or humanitarian services related to the business of or in support of activities of the university designed to include minors; or b) gain personal or professional experience in specific endeavors involving minors. Volunteers perform services without a promise, expectation, or receipt of any compensation for services performed, including a promise of future employment. This definition does NOT include parents or guardians who are accompanying their child at a program or activity and who may provide incidental service for the program or activity.
- 3.8 Academic Year:** Beginning of Fall Semester through the end of the Summer II session.

4.0 POLICY STATEMENTS

- 4.1** All University Personnel, Volunteers and Contractors must:
- Always be vigilant in protecting the well-being and safety of Minors with whom they interact on Campus or at a university program, event or activity.
 - Watch for signs of Abuse or Neglect of Minors, and promptly report suspected instances of abuse or neglect, or violations of this policy or law, as provided in Section 5.0 below.
- 4.2** All University Personnel, Volunteers and Contractors who plan to operate, host, or initiate university involvement in a program, event, or activity (“Program”) designed to include Minors must provide information to the Office of Compliance and Policy by timely completing and submitting the [Protection of Minors Event form](#).
- Such information shall include each Program’s dates, times, locations, estimated attendance (age range and number of participants), and the contact information for two responsible individuals who will make arrangements for the safety of Minors and other participants in the event of an emergency.

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5.0 REPORTING POTENTIAL HARM TO MINORS

According to Colorado law, every person who has reasonable grounds to believe that a crime has been committed has a duty to promptly report the suspected crime to law enforcement authorities. An individual who reports a suspected crime in good faith is deemed immune from civil liability for reporting. [Section 18-8-115, C.R.S.].

5.1 Emergencies. In case of an emergency, one should immediately call 911.

5.2 All Other Reports of Known or Suspected Abuse or Neglect of Minors.

All University Personnel, Volunteers and Contractors who know, suspect or receive information indicating that a Minor has been abused or neglected, or who have any other concerns about the safety of minors MUST:

- Immediately call the Mines Department of Public Safety at (303) 273-3333, or the appropriate local police department if the university Program is operating off-campus; AND
- Report the incident to either the Dean of Students Office at (303) 273-3231 or the Provost Office at (303) 273-3399, AND other appropriate members of Mines senior leadership.

Anyone who knows or suspects abuse or neglect of Minors may also notify the Jefferson County Department of Human Services, Division of Children, Youth & Families (“CYF”) child abuse hotline at (303) 271-HELP (4357). The hotline is available 24 hours a day, seven days a week. Additional information about reporting can be found at the CYF website.

6.0 ADDRESSING REPORTS OF ABUSE OR NEGLECT

Whenever the university receives a report of alleged abuse or neglect of a minor when the minor is participating in a university Program designed to include Minors, or when the Minor is in the care of University Personnel, Volunteers, or Contractors:

- 6.1** The person receiving the report shall immediately notify (1) the Mines Department of Public Safety or the local police department if off-campus, AND (2) the Dean of Students Office or the Provost Office, AND other appropriate members of Mines senior leadership even if it is believed notification has already occurred.
- 6.2** The Mines Department of Public Safety and the Dean of Students or Provost, in consultation with the Office of Legal Services and other appropriate senior leadership, shall:

	Policy on the Protection of Minors	Responsible Administrative Unit: Office of Compliance and Policy
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- *Take immediate steps to prevent further harm to the alleged victim or other Minors, including, where appropriate, removing the alleged abuser from the Program or limiting his or her contact with Minors pending resolution of the matter.*
- *Determine whether the Mines Department of Public Safety, the Golden Police, and/or the Jefferson County CYF Department, have already been notified and, if not, whether such notification is required or appropriate given the circumstances.*
- *If the parents or guardians of the alleged victim have not been notified and are not the alleged abusers, notify the parents or guardians of the Minor involved.*
- *Investigate the report and resolve the matter in a way that safeguards Minors, protects the interests of victims and reporters, affords fundamental fairness to the accused, and meets relevant legal requirements.*
- *Facilitate the School's cooperation with any investigation conducted by Mines Department of Public Safety, the Golden Police Department, and/or the Jefferson County CYF Department or other governmental agency.*

7.0 ENFORCEMENT

Sanctions for violations of this policy will depend on the circumstances and the nature of the violation, but may include the full range of available university sanctions applicable to the individual, including suspension, dismissal, termination, and, where appropriate, exclusion from Campus. Mines may also take any interim actions it deems necessary before determining whether a violation has occurred. The university may terminate relationships or take other appropriate actions against non-Mines entities and individuals deemed in violation of this policy.

8.0 POLICY IMPLEMENTATION AND MODIFICATION

- 8.1** All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 and engaged in new Programs not in existence at the time of the policy adoption must complete background check requirements prior to participating in the Program, unless a background check was completed within the five (5) years preceding participation in the Program.
- 8.2** All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 and engaged in existing Programs at the time of the policy adoption must complete background check requirements within 90 days of the policy implementation date, or have had a background check completed within the five (5) years preceding their participation in the Program.

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- 8.3 All University Personnel, Volunteers and Contractors subject to the background investigation requirement in Section 4.3 must complete background check requirements every five (5) years.
- 8.4 Background check investigation requirements and procedures are set forth in the university's Background Investigation Policy.
- 8.5 The university will establish procedures and forms as appropriate to implement this policy and monitor compliance.
- 8.6 Questions about the interpretation or application of this policy should be addressed to the Office of Compliance and Policy, which shall administer and oversee the implementation of the policy in a manner that best achieves its goals.