



Danville Area Community College

Human Resources

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Online Training

To Prevent

Sexual Harassment



How to Prevent Sexual Harassment

Dear Members of the DACC Community:

Danville Area Community College is committed to providing a work environment and educational environment that is free of discrimination. In keeping with this commitment, the College will not tolerate harassment of college students, of employees, or of any employees performing services for the College.

Accordingly, DACC has committed to supporting, promoting, and encouraging staff and students to participate in an interactive training and educational program to prevent and discourage sexual harassment.

Sexual harassment is unacceptable and reprehensible in any setting, but especially in an institution that serves its local and regional community. Danville Area Community College has a responsibility to prohibit and respond to such behavior that interferes with the learning and working environment. Therefore, the College has made arrangements for its employees and students to have access to the online training, **“Preventing Sexual Harassment.”**

We sincerely hope that each of you will join us in providing a respectful and safe environment free of sexual harassment.

Sincerely,

Dr. Alice M. Jacobs, President

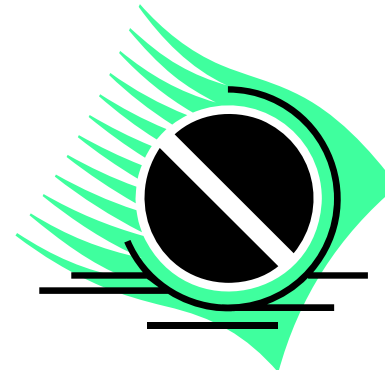
Mr. Dave Kietzmann, Vice President of Instruction & Student Services

Ms. Rebecca S. Schlecht, Director of Human Resources/Affirmative Action Officer

Dr. Belinda Dalton, Dean of Student Services

Get Practical And Effective Training Online To Prevent Sexual Harassment!

DACC’s course in “Preventing Sexual Harassment” is easily accessible online: Simply go to the Human Resources page of the DACC website (www.dacc.edu/hr) and click on the “Sexual Harassment Prevention Training” icon



To print (and preserve) these brochure instructions, choose Print from the File menu. Press Enter to print the brochure.

HOW TO CREATE A BROCHURE

Using this template, you can create a professional brochure. Here's how:

- 1 . Insert your words** in place of these words, using and/or re-arranging the preset paragraph Styles.
- 2 . Print** pages 1 and 2 back-to-back onto sturdy, letter size paper.
- 3 . Fold the paper** like a letter to create a three-fold brochure (positioning the panel with the large picture on the front).

WHAT ELSE SHOULD I KNOW?

To change the Style of any paragraph, select the text by positioning your cursor anywhere in the paragraph. With your cursor blinking in the paragraph, choose Styles and Formatting from the Format window. Finally, from the Styles and Formatting work pane, choose a new Style.

To change the picture, first click on it. Then, point to Picture on the Insert menu and choose From File. Select a new picture, and click Insert.