

HARASSMENT IN THE WORK PLACE

Sexual Harassment

Harassment of an employee by a supervisor or co-worker on the basis of sex creates a harmful working environment. It is the policy of the Board of Education to maintain a working environment free from harassment, insults, or intimidation on the basis of an employee's sex. Verbal or physical conduct of a sexual nature by a supervisor or co-worker that has the effect of:

- creating an intimidating, hostile, or offensive work environment,
- unreasonably interfering with the employee's work performance, or
- adversely affecting the employee's employment opportunities is prohibited.

While it is difficult to define sexual harassment precisely, it does include any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Unwelcome sexual relations with a co-worker or supervisor;
2. Unwelcome attention of a sexual nature, such as degrading comments, propositions, jokes, tricks, or noises; or
3. The threat or suggestion that continued employment advancement, assignment, or earnings depend on whether or not the employee will submit to or tolerate harassment.

Staff members who believe they have been subjected to sexual harassment by either a supervisor or co-worker are encouraged to make it clear to the offender, if possible, that such behavior is offensive to them. If such behavior persists or is severe, they should immediately bring the matter to the attention of their building principal or the Title IX Coordinator (Assistant Superintendent of Schools).

If reported to the principal, the principal is responsible for informing the Title IX Coordinator of the matter. The coordinator is responsible for investigating all cases of sexual harassment in a timely manner and for reporting the findings of the investigation to the superintendent of schools and the pertinent building principal for further action if necessary.

Other Harassment

The work environment shall also be free from harassment, insults, or intimidation on the basis of an employee's race, color, religion, national origin, age, sexual orientation, ancestry, disability, or mental status.

Staff members who believe they have been subjected to other harassment by either a supervisor or other staff member should report the behavior to their building principal or the Assistant Superintendent of Schools. If reported to the principal, the principal is responsible for informing the Assistant Superintendent of Schools of the matter. The assistant superintendent is responsible for investigating all cases of other harassment in a timely manner and for reporting the findings of the investigation to the Superintendent of Schools and the pertinent building principal for further action if necessary.

Confidentiality at the time of reporting any case of harassment is assured. Retaliation against any employee for complaining about harassment is prohibited. Violations of the "harassment in the workplace" policy will not be tolerated.

Notice to Employees

A copy of this policy will be furnished to all present employees. New employees will each be furnished a copy of this policy when hired.

Adopted 3/12/96