

Sexual Harassment of Employees

Policy

It is the policy of the Board of Education that any form of sexual harassment is forbidden in the workplace, whether by supervisory or non-supervisory personnel, other individuals under contract, or volunteers and others under the control of the Board. Sexual Harassment means any unwelcome sexual advances or requests for sexual favors or any 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 a basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with the person's work performance or creates an intimidating, hostile or offensive working environment.

Prohibited conduct includes but is not limited to the following:

- Unwelcome sexual flirtation or advances
- Suggestive or lewd remarks
- Requests for sexual favors
- Physical conduct such as unwanted, suggestive or offensive hugs, touches, kisses; assault or the impeding or blocking of movement
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters, or sending suggestive or obscene letters, notes or invitations or email
- Verbal conduct such as sexually derogatory comments, epithets, slurs, or jokes about an individual or an individual's body
- Retaliation for complaining about or reporting sexual harassment, acting as a witness, or otherwise aiding in the investigation of a sexual harassment complaint

Sexual harassment is contrary to basic standards of conduct between individuals and is a violation of both state and federal law. Anyone covered by this policy who engages in sexual harassment violates this policy and the law and will be subject to discipline up to and including discharge, loss of business and/or other relationships with the Board if any, and may be subject to both civil and criminal penalties. There shall be no retaliation toward any employee or any other person covered by this policy who complains of

sexual harassment or toward any such person who becomes a witness or otherwise aids in the investigation of a sexual harassment complaint.

The Board directs the administration to update regulations on an annual basis to assure the appropriate implementation of the above policy and to incorporate any changes in legislation.

Administrative Regulations

Reporting of sexual harassment by both victims and witnesses is strongly encouraged. Such reporting should be made without fear of reprisal. All such reports will be investigated promptly and until resolution is reached. Corrective action will be taken when an allegation is verified. Confidentiality will be maintained to the extent permitted by the circumstances but in most cases complete confidentiality may not be possible. Supervisors, co-workers and others may be contacted and questioned during the course of the investigation.

Anyone who believes that he or she is or has been a victim of or who has witnessed sexual harassment should immediately file a complaint. Failure to file a complaint in a timely fashion may make a proper investigation more difficult and may result in the loss of significant legal rights.

Complaints should be made to any one of the following:

- An immediate supervisor
- The school principal
- The Director of Human Resources
- The Superintendent of Schools
- The Assistant Superintendent of Schools
- Any member of the Administration with whom the complainant or witness feels comfortable because of that person's gender, accessibility, relationship to the complainant or witness, or other factor

Complaints received by any of the above-mentioned persons shall immediately be reported to the Superintendent of Schools or other appropriate person.

Complaints or reports may be made verbally or in writing. Forms will be provided by the administration. Any verbal complaint or report shall be reduced to writing within a reasonable time.

The administration shall, at least annually, disseminate this policy and regulations to all employees.