

**PERSONNEL****Sexual Harassment - Employees**

Sexual harassment of employees or applicants by any officer, administrator, or employee of the district is strictly prohibited. Sexual harassment is a violation of both state and federal law.

In an employment context, sexual harassment includes any unwelcome conduct of a sexual nature, when submission to that conduct is explicitly made a term or condition of employment or is used as a basis for employment decision. Sexual harassment also includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, or which creates an intimidating, hostile, or offensive work environment.

Both verbal and nonverbal conduct may constitute prohibited sexual harassment. Specific types of conduct which are prohibited include, but are not limited to, jokes, statements, or comments, whether derogatory or complimentary, which either explicitly by implication, contain or can reasonably be interpreted to contain or refer to matters of a sexual nature; physical contact, touching or physical interference and visual conduct such as gestures, pictures, posters, cartoons, drawings, or other written, printed, or published materials of a like or similar nature, which either explicitly or by implication, contain or can be reasonably inferred to contain or refer to matters of a sexual nature.

The District can not prevent violations of this policy, unless such behavior is observed by the administration, or the administration is told of violations. If you have any reason to believe that you or any other employee or applicant has been sexually harassed, you should immediately report the violation to your immediate supervisor. If you feel that your supervisor does not give you satisfactory results, or if you feel that your supervisor is part of the problem or you are for any reason otherwise uncomfortable in discussing the matter with that individual, then please contact any other administrative employee of your choice, including, but not limited to, your building principal, or the superintendent of schools.

Except to the extent disclosures are required by law or are necessary for investigation or disciplinary action, all complaints will be kept strictly confidential. You can be assured that you will not suffer any negative consequence relative to your employment as a result of bringing your concerns to the attention of the administration. All complaints will be promptly and thoroughly investigated. If the investigation reveals that you or others have been the subject of sexual harassment, then appropriate disciplinary action will be immediately taken against the individual or individuals involved.

Date of Adoption: \_\_\_\_\_  
 Last Revision: \_\_\_\_\_  
 Last Review: November 11, 2002

Legal Reference: \_\_\_\_\_