

## Harassment

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It is the policy of SSD to maintain a working environment free from harassment. Harassment serves only to distract us from serving our students, and it is prohibited. Managers and supervisors are responsible for discussing this policy with subordinates and ensuring that the workplace is free of harassment.

### Prohibited Conduct

#### Harassment

Harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's race, color, religion, sex, national origin, or other factor protected under federal or state law, that unreasonably interferes with a person's work performance or creates an intimidating or otherwise hostile work environment.

#### Sexual Harassment

Sexual harassment is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, physical, visual, or other inappropriate conduct of a sexual or gender-based nature when:

1. The conduct explicitly or implicitly affects an individual's employment, or
2. Submission to or rejection of the conduct is used as the basis for employment decisions, or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This includes unsolicited verbal statements, vulgar or obscene photographs, drawings, jokes, or comments, gestures, or physical contact of sexual or gender-based nature which is unwelcome.

### Training

Each employee will receive at least one hour of education and training on preventing sexual harassment each calendar year.

Supervisors, and anyone else designated to accept or investigate complaints of sexual harassment, will receive additional education and training.

Human Resources will maintain records of education and training for each employee, and those records will be public records.

## **Reporting**

An employee who believes harassment is occurring, no matter who is subject to the perceived harassment, has the right and the responsibility to report the situation to the employee's supervisor, to Human Resources, or to the SSD Superintendent, so it can be corrected.

If you feel you have been subjected to harassment, you have the right and obligation to report it to your immediate supervisor. If the report is about your supervisor, or someone else in your supervisor's chain of command, or if you do not wish to report the matter to your supervisor, you may report it directly to Human Resources or to the SSD Superintendent.

Reports of harassment should be made immediately, either verbally or in writing. The usual grievance process and forms should not be used to report harassment.

Remember that jokes based on race, sex, national origin, or other personal associations, backgrounds, or characteristics may be harassment—even if they are not intended to be harassment and even if they are not actually harassing to the person or people they are made about. These types of jokes may initially not be harassment, but they may escalate to the point of harassment. They may also be overheard by someone—another employee, a visitor, or a student—who does take them as harassment. These jokes, therefore, are not allowed, and must be reported immediately.

LSS Supervisors must report harassment to Human Resources immediately. SSP Supervisors must report harassment to the SSD Superintendent immediately.

Every report will be addressed. This may involve an investigation, including interviews with the reporting employee, witnesses, and the individual or individuals accused of harassment. Every reasonable effort will be made to keep the report confidential with only those who need to know being informed about the report. If harassment is determined to have occurred, SSD will take steps to promptly correct the situation. Human Resources will document actions taken on any complaint of harassment.

No employee will be subjected to discrimination or retaliation for making a report in good faith, or for testifying or otherwise participating in an investigation or other proceeding involving harassment. If this happens, it should be reported to Human Resources or to the SSD Superintendent immediately.

## **Posting**

This policy shall be posted on each school's website, or in a conspicuous location at each school or program.