

## SEXUAL HARASSMENT REPORTING

It is the policy of the Board of Education to encourage victims of sexual harassment to come forward with such claims. This may be done through the available employee nondiscrimination grievance resolution procedures.

- Employees who think administrators or supervisors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon sexual favors, are encouraged to report these conditions to the appropriate administrator. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of administration or supervision.
- Employees are also urged to report any unwelcome conduct of a sexual nature by supervisors or fellow employees if such conduct interferes with the individual's work performance or creates a hostile or offensive working environment.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The Superintendent or designee has the responsibility, in accordance with the District's grievance procedures, of investigating and resolving complaints of sexual harassment.

Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning, suspension, non-reemployment or dismissal subject to applicable procedural requirements.

Procedures for reporting after-hour incidents will be posted in each building.