

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

Harassment, intimidation and bullying can take many forms, including but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronic messages or images. The behaviors are so severe, persistent, or pervasive that they create an intimidating or threatening workplace/educational environment. Many behaviors do not rise to the level of harassment, intimidation, or bullying, but they may still be prohibited by district policies or building rules.

- A. **Prevention and Education.** The district will seek to prevent harassment, intimidation, and bullying from occurring by providing information and education to district employees. The district policy 5274 Prohibition of Harassment, Intimidation and Bullying (HIB) shall be posted in each school and department.
- B. **Reporting Requirements.** Any employee who experiences conduct that indicates HIB behavior should first bring the matter to the attention of a person in the workplace and/or union. If warranted, the employee should then report the incident(s) to their supervisor or to the human resources office by completing the Harassment, Intimidation, and Bullying Incident Reporting Form found on the district's website under Staff, Forms Library, Human Resources Forms.
- C. **Investigation Requirements.** Complaints will be thoroughly reviewed and investigated, and appropriate action will be taken. A report of the investigation will be provided to the complainant and to the person(s) against whom the claim is made. The superintendent/designee will assign an appropriate investigator.
- D. **Retaliation.** The person(s) making a report of HIB or those that provide information during the investigation will not suffer retaliation from either the reporting party or the accused. Should retaliation occur, the district will take appropriate action toward the person(s) that retaliate(s).

Adoption Date: March 6, 2013

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