

HARASSMENT

All Milford School District employees should enjoy a non-hostile, non-intimidating and non-offensive work environment free from unlawful harassment. Unlawful harassment in the workplace is a form of employment discrimination. It is the policy of the District that unlawful harassment, in any form, is unacceptable conduct which will not be tolerated. Under this policy, all employees share responsibility for assuring that the workplace is free from all forms of harassment. Unlawful harassment is any form of harassment based on an individual's religious affiliation or belief, gender, veteran status, national origin, race, marital status, disability, sexual orientation, gender identity, color, creed, age, genetic information, that the individual was the victim of domestic violence, a sexual offense, or stalking, or other category protected by law.

Specifically as to sexual harassment- Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- Such conduct has the purpose or effect of offering, promising or granting preferential treatment to any employee or applicant for employment as a result of the individual engaging in or agreeing to engage in sexual conduct.

The following are specific examples of behaviors that are prohibited:

- Physical assaults of a sexual nature.
- Other unwanted and unnecessary physical contact with another employee.
- Unwelcome advances, propositions or sexual flirtations.
- Subtle pressure or requests for sexual activities.
- Verbal abuse of a sexual nature including, but not limited to, inappropriate verbal comments about an individual's body or sexual activities.
- Inappropriate use of sexually explicit or offensive language in discussions with or which describe an individual.
- Sexually explicit or sexually offensive jokes.
- Display in the workplace of sexually suggestive objects or pictures, graffiti or cartoons.

The purpose of this policy is to establish a method by which complaints regarding alleged or suspected harassment can be processed.

Employees who believe they have been subjected to harassment or any other unlawful employment discrimination should immediately report the basis of such belief to their principal, administrative supervisor, HR and/or the District's Equal Employment Opportunity/Affirmative Action Officer (EEO/AA). The complaint should be in writing, stating completely the basis for the complaint and listing the names of the persons involved and the dates of any specific incidents.

If the complaint involves someone in the employee's direct line of supervision, the employee is uncomfortable discussing the complaint with the individuals designated, or is not satisfied with the resolution, that employee should report the matter promptly to the EEO/AA officer and/or the Director of Human Resources.

If the employee remains uncomfortable with these individuals, he or she should bring the issue to the Superintendent.

The District will investigate all allegations of harassment in a prompt and confidential manner and will take appropriate corrective action when warranted.

Any employee who is found to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

Retaliation in any form against an employee or applicant who exercises his or her right to make a complaint under this policy is strictly prohibited and will in itself be cause for appropriate disciplinary action. If an employee feels he/she has been retaliated against, the employee should file a complaint using the procedures set forth above.

ADOPTED: 9/28/92

REVISED: 4/18/11; 11/25/13; 12/16/19