

## STAFF CONDUCT SEXUAL AND OTHER UNLAWFUL HARASSMENT

Indian River School District (“the District”) is committed to providing a work environment that is free of discrimination and unlawful harassment. Types of harassment that are, or may be, prohibited by law include harassment on the basis of age, gender, sexual orientation, color, race, creed, national origin, ancestry, religious persuasion, marital status, political belief, physical or mental disability, pregnancy, military or veteran status, genetic information, retaliation, which includes opposing engaging in protected activity, such as participation in any complaint process at the EEOC or other human rights agency or harassment on any other unlawful basis. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Actions, words, jokes, or comments based on such characteristics will not be tolerated. Harassment on any unlawful basis (both overt and subtle) is strictly prohibited. This policy applies in all work-related settings and activities and is not limited to the workplace.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

Any employee of the Indian River School District who feels that he or she has been a victim of unlawful harassment in any form by any manager, supervisor, co-worker, customer, vendor, parent, student, visitor or other person must advise the offending individual the conduct in question is offensive and request that it be discontinued immediately. If the offending conduct continues or recurs, he or she should bring the problem to the immediate attention of his/her supervisor or the Director of Personnel. If the complaint involves someone in the employee’s direct line of supervision or if the employee is uncomfortable for any reason with discussing such matters with the individuals designated or is not satisfied after bringing the matter to the attention of one or more of these individuals, that employee shall report the matter promptly to the Assistant Superintendent through the Director of Personnel.

The District will investigate all allegations of unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee who is found, as a result of such an investigation, to have engaged in unlawful harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, 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 itself be cause for appropriate disciplinary action.

Adopted 4/27/93

Revised 4/19/11

Reviewed 12/11/13, 12/18/17