

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Policy 4030.2**  
Adopted: March 26, 2002  
Page 1 of 3

**PERSONNEL**

**Sexual Harassment**

All Personnel

The Cambrian School District Board is committed to providing a work environment that is free of harassment. In keeping with this commitment, the District maintains a strict policy prohibiting sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment. Sexual harassment of or by any employee or agent of the District shall not be tolerated and may result in disciplinary action against the offender.

I. Definition of Sexual Harassment

- A. Sexual harassment in the workplace is any unwelcome conduct or communication of a sexual nature that has the purpose or effect of adversely:
  - 1. Interfering with an individual's work performance; or
  - 2. Creating an intimidating, hostile, or offensive working environment.
  
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting individual.
  
- C. Specifically, sexual harassment may occur as a pattern of degrading sexual speech or actions ranging from verbal or physical annoyances or distractions to deliberate intimidations and frank threats or sexual demands. Severe harassment may include, but is not limited to:
  - 1. Vulgar remarks;

2. Sexually derogatory comments regarding a person's appearance;
3. Physical touching, pinching, patting, or blocking free movement;
4. Sexual propositions or advances (with or without threats to a person's job or promotion if that person does not submit); or
5. Physical assault.

## II. Current Law

- A. Sexual harassment by a person, whether an employee, co-worker, supervisor, manager, or non-employee who regularly and routinely is present in the work area, is unlawful.
- B. The law requires immediate investigation by the employer as soon as an employee gives notice, in any form, that sexual harassment is occurring in the work area.
- C. Sexual harassment regulated by this policy pertains to behavior of a sexual nature within the work area. For purposes of this policy, the "work area" extends to non-work environments and non-work hours when sexual harassment during the work day continues after the work day concludes.

## III. District Responsibility and Procedure Regarding Complaints

Any employee who believes he or she has been harassed by a co-worker, supervisor, or agent of the District should promptly report in writing the facts of the incident(s) and the name of the individual involved to his or her supervisor.—Supervisors are required to immediately report in writing any incidents of sexual harassment to the Personnel Office. The Team will investigate all such claims.

## IV. District Sexual Harassment Investigative Team

- A. District Sexual Harassment Investigative Team will be formed of three persons, with at least one representative from the male gender and one representative from the female gender. The Investigative Team will be chaired by the Superintendent or designee. Other members of the team will be district and school administrators who would normally have a "right to know" about harassment claims and are considered confidential employees.

## V. Investigative Procedure

- A. Complainants will be promptly and fully informed of their rights pursuant to this policy.
- B. All investigations of complaints will be handled promptly in a serious, sensitive, and confidential manner.

- C. Appropriate action will be taken, if necessary, to resolve this problem, and to remedy any loss suffered by the complainant, as a direct result of the harassment.
- D. Complainants will be protected from further harassment and from retaliation.

VI. Notification of All Employees

- A. All employees will be immediately notified in writing regarding the adoption of this policy.
- B. New employees to the District will receive a copy of the adopted policy.

Employees who have any questions concerning this policy are encouraged to contact the Superintendent.