



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE	Prevention of Employee Harassment PROCEDURES		
SECTION	Personnel	CODE	B5R

PROCEDURES FOR THE PREVENTION OF HARASSMENT OF EMPLOYEES

1. **Duty to Investigate.** In the event the District receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Addison Northwest School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinator: Jody Delisle, Payroll & Benefits Administrator
 Address: 11 Main Street, Suite B100, Vergennes, VT 05491
 Telephone number: 802-877-3332

Principal: Rae Donovan, Ferrisburgh Central School
 Address: Little Chicago Road, Ferrisburgh, VT 05456-9560
 Telephone number: 802-877-3463

Principal: Matt DeBlois, Vergennes Union Elementary School
 Address: 43 East Street, Vergennes, Vermont 05491
 Telephone number: 802-877-3761

Principal: Jody Chamberlin, Vergennes Union High School
 Address: 50 Monkton Rd., Vergennes, VT 05491
 Telephone number: 802-877-2938

3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the District will take appropriate disciplinary

and/or corrective action. The non-discrimination coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.

4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.

5. **Alternative Complaint Processes.** Employees may file complaints with both the District and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, Tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, Tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.

6. **Confidentiality.** Witnesses, complainant, and the accused shall keep confidential matters related to the charge of unlawful harassment.