

**ADMINISTRATIVE PROCEDURES OF THE  
MILWAUKEE PUBLIC SCHOOLS**

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**ADMINISTRATIVE PROCEDURE 6.03**  
**ANTI-HARASSMENT/ANTI-BULLYING: STAFF**

**(1) GENERAL**

The District does not tolerate workplace harassment/workplace bullying in any form and will take necessary and appropriate action to eliminate it, up to and including discipline of offenders. Any violation shall be dealt with promptly.

**(2) EMPLOYEE COMPLAINT PROCEDURE**

(a) Any employee who feels that she/he has been subjected to sexual harassment or other forms of workplace harassment/workplace bullying or intimidation should promptly contact her/his immediate supervisor and/or the Equal Employment Opportunity (EEO) Compliance Officer in the Office of Human Capital. If the employee believes that the supervisor is the harasser, the employee should contact the supervisor's supervisor or the EEO Compliance Officer. The Milwaukee Public Schools recognizes the sensitive nature of a sexual harassment incident and the need for confidentiality. All complaints shall be handled in a manner so as to maintain as far as possible the confidentiality of all involved parties, including the complainants, the accused, and all witnesses.

(b) No employee who makes a good-faith report (or who assists in inquiries or investigations) shall be adversely affected in any manner related to his/her employment for having made a complaint or having assisted in the investigation of a complaint under this section.

(c) Employees who are accused of sexual harassment shall be informed that they have a right to representation if the Administration believes the nature and circumstances of the accusations could lead to disciplinary action. Milwaukee Public Schools views sexual harassment and retaliation to be among the most serious breaches of workplace conduct. As such, MPS will take all necessary and appropriate action to discipline offenders, up to and including termination.

(d) Employees are strongly encouraged to follow the complaint procedures as outlined above so that inappropriate conduct can be addressed promptly; however, complaints may also be made to the U.S. Equal Employment Opportunity Commission and the State of Wisconsin's Department of Workforce Development, Equal Rights Division.

**(3) REPORTING PROCEDURES**

All employees who receive sexual harassment and sexual assault complaints shall immediately report such complaints to their immediate supervisors, their supervisors' supervisors, or the EEO Compliance Officer in the Office of Human Capital.

**History:** Revised 4-25-06, 9-18-14  
**Cross Ref.:** Admin. Policy 6.03 Anti-Harassment/Anti-Bullying: Staff

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