



Capital School District

Board of Education Policy

Section: Human Resources
Title: Employee Harassment
Policy #: 500-18
Date Approved: 11/14/12
Date Revised: 08/15/12

Purpose

To provide all District Employees an environment free from discrimination and harassment.

Policy

Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Title 19 of the Delaware Code. It is the policy of Capital School District that sexual harassment is unacceptable conduct in the workplace and will not be tolerated.

District employees are entitled to a school environment free from all discrimination and harassment prohibited by law, including discrimination and harassment because of an individual's race, religion, color, national origin, disability, sex, age, genetic information, or marital status. School environment includes all District facilities and property, as well as all school-sponsored activities, whether held within or outside the District.

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is an explicit or implicit condition of employment;
2. submission to or rejection of such conduct is used as the basis for employment decisions; or
3. such conduct unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

If he/she believes he/she is the victim of harassment, or are aware of an instance of harassment, you should report the circumstances immediately to the District Title IX coordinator (Supervisor of Human Resources), the Superintendent, or to the President of the Board if the complaint involves the Superintendent. No one will in any way use threats, coercion, or intimidation to deter reporting of harassment.

Upon notification, an investigation of the complaint will be conducted immediately. Confidentiality of the name of the person reporting harassment, the alleged victim, complainant and/or witnesses to the alleged harassment will be maintained to the fullest extent possible. If the circumstances warrant such action, the alleged harasser may be placed on leave pending completion of the investigation.

Any finding in which a person has committed harassment will result in appropriate disciplinary action. Employees who witness harassment (which is not otherwise reported), and do not report the harassment, may also be subject to discipline.

Follow-up inquiries may be made to ensure sexual harassment has not resumed, and the complainant and witnesses have not been subject to retaliation. All information pertinent to the complaint will be handled in the strictest of confidence and will only be disclosed to those who "need to know" in order to thoroughly investigate and resolve the matter. No adverse action will be taken toward anyone making a sexual harassment report and the district will make every reasonable effort to insure that no retaliation occurs.