

PROCEDURE FOR REPORTING HARASSMENT

All District officials, officers and employees are responsible for helping to assure a harassment-free work environment. If you feel that you have experienced or witnessed any kind of unlawful harassment, sexual or otherwise, you should immediately take the following steps:

1. React to the offensive behavior. While not required to do so, you are encouraged to tell the alleged harasser in a professional manner that the conduct is offensive and unwelcome and must stop immediately. If this resolves the matter, nothing further need be done. If the conduct continues, if you feel threatened by the alleged harasser, or if you simply wish to report the harassment, proceed to the next step.
2. Report the offensive behavior. Employees should report the alleged harassment to their immediate supervisor or the harassment officer. If the alleged harasser is your immediate supervisor or the harassment officer, or for any reason you are uncomfortable reporting the alleged conduct to either of these individuals, you should report the alleged conduct to the District Administrator.
3. Inform the person to whom you make your report of any discussions you may have had with the alleged harasser and the results of those discussions. The person to whom you make your report will make written notes of and/or a memorandum regarding your complaint.
4. After Step 2, the District will promptly investigate the alleged conduct. After the investigation, appropriate action will be taken.

The District encourages employees to utilize this procedure. No one shall be threatened, coerced, intimidated, discriminated, or otherwise retaliated against for making any kind of complaint about allegedly harassing conduct, participating in an investigation or other proceeding regarding alleged harassment. Any person engaging in such retaliatory action will be subject to discipline, up to and including termination of employment.

All information disclosed during the complaint and investigation procedures will be held in confidence to the greatest extent possible. Although confidentiality will be protected during the investigative process as fully as possible, absolute confidentiality is not possible and would drastically hinder any investigation or remedial efforts.

Any administrator, supervisor, department head or official of the District who becomes aware of possible unlawful harassment of an employee has a duty to promptly report it to the District Administrator or the Harassment Officer.

APPROVED: August 17, 2009
MARCH 20, 2017