

STAFF NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The District is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the policy of the District to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, creed, age, sex, sexual orientation, marital status, national origin, ancestry, citizen status, disability or any other characteristic protected by law. The District prohibits and will not tolerate any such discrimination or harassment. This policy applies to all District employees, officials, vendors, and visitors.

Unlawful harassment is any verbal, written, visual or physical act, which has the purpose or effect of creating a hostile, intimidating or offensive work environment or which substantially interferes with the employee's job performance when the harassment is done because of another's legally protected status or characteristic. Unlawful harassment also exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to, or rejection of, such conduct is used as a basis for any employment decisions.

This Policy **does not** address sexual harassment under Title IX. All forms of sexual harassment against employees under Title IX are addressed in Policy 513.

Examples of harassment include, but are not limited to:

1. Unwelcome sexual advances or persistent social invitations, requests for sexual favors, sexual contact, touching, pinching, or other physical conduct of a sexual nature, such as gestures or motions.
2. Unwelcome displays of sexual materials (posters, calendars, pictures, drawings, internet images, etc.).
3. Jokes, pictures, drawings or other written or verbal expressions that are sexual in nature or demeaning to an employee's race, color, religion, creed, age, sex, sexual orientation, disability or any other protected characteristic.
4. Physical, verbal or psychological threats or other abuse directed toward an employee because of the employee's race, color, religion, creed, age, sex, sexual orientation, disability, or any other protected status or characteristic.
5. Making submission to or rejection of sexual harassment the basis of any employment decision.
6. Harassment of a person by a person of the same gender is harassment that violates this policy.

This District will not tolerate any conduct in violation of this policy. Any such conduct may be the basis for disciplinary action up to and including termination of employment.

Any employee who has experienced or witnessed harassment should report the matter immediately to his or her immediate supervisor, harassment officer, or to the District Administrator. All reports of harassment will be promptly investigated. Individual privacy will be protected to the extent possible. The District will not tolerate any retaliation against anyone who makes a harassment complaint or report in good faith, or any person who assists in an investigation of such a complaint or report.

Policy 512 and the associated Rule relate to reports concerning harassment against employees, except Title IX sexual harassment, and such reports and complaints will be processed under that policy and this Rule. Policy 411.2 relates to reports and formal complaints concerning Title IX sexual harassment against students, and reports and formal complaints will be processed under that policy.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by email, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator in Policy 513. Such reports shall be handled based upon the procedures identified in Policy 513.

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