

## 15000 SEXUAL HARASSMENT

### 15100 Purpose

15110 The Board of Directors recognizes its responsibility to provide a working environment that is free from all types of discrimination, including sexual harassment.

The Board directs the Superintendent to develop procedures that provide for receiving, investigating, and resolving promptly any complaints of sexual harassment.

### 15200 Definition of Sexual Harassment

15210 Sexual harassment is defined as any of the following when made within the work setting and unwelcome by the person to whom directed: requests for sexual favors; deliberate verbal, visual, or physical advances or conduct of a sexual nature; and/or exposure to offensive sexual innuendo. Such unwelcome conduct is seen as sexual harassment when submission to the conduct:

1. is made a term or condition of the staff member's employment or evaluation; or
2. is used as a basis for denial of a promotion or other career enhancing opportunities; or
3. interferes with a staff member's work performance or creates an intimidating, hostile, or offensive work environment.

## 15300 Process

- 15310 When an employee thinks he/she is being sexually harassed, the employee is encouraged, though not obligated, to let the offender know immediately and firmly that the behavior is unwanted and unwelcome. The employee may consult with his/her supervisor, an Educational Service District administrator, the Human Resources Director or the Superintendent with whom he/she feels comfortable in discussing the matter. As a result of this informal conference, the Educational Service District will begin action to resolve the alleged harassment on an informal basis. If the complaint cannot be resolved informally, the notification procedures incorporated in policies 15330 and 15340 will be followed.
- 15320 If the employee chooses not to confront the offender, or if after doing so, the sexual harassment continues or the problem is not resolved, the employee must officially notify his/her immediate supervisor, the Human Resources Director or the Superintendent.
- 15330 Supervisors who receive notification or personally observe sexual harassment must take immediate action to stop it and promptly report the matter to the Human Resources Director or the Superintendent.
- 15340 Upon receipt of a complaint, the Human Resources Director or Superintendent will promptly carry out a thorough investigation and will endeavor to protect the rights of both the complainant and the alleged harasser while doing so. All such complaints will be treated in the strictest confidence (legal reference – RCW 46.60 Law Against Discrimination).

15350 Any employee who has been found, after appropriate investigation, to have been in violation of this policy will be subject to disciplinary action up to and including discharge (in accordance with Policy 8000, Section 8400).

15360 It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

15370 Retaliation by the harasser or other staff against employees reporting sexual harassment will not be tolerated and appropriate disciplinary action will be taken.

15400 Maintaining Professional Staff/Student Boundaries

15410 The Board of Directors recognizes that to protect students all Educational Service District employees and volunteers are expected to maintain the highest professional, moral and ethical standards and maintain an atmosphere conducive to learning. Discipline shall be consistently and fairly applied, professional boundaries established and maintained, students protected from inappropriate conduct by adults and other young people.

15420 Staff and volunteers shall not intrude on a student's physical and emotional boundaries through inappropriate touching or other interactions unless the intrusion is clearly necessary to serve an educational purpose or to protect the physical, mental, emotional health and safety of a student. An educational purpose is one that is consistent with the staff member's or volunteer's duties and the educational mission of the Educational Service District. Additionally, Educational Service District employees and

volunteers are expected to be sensitive to the appearance of impropriety in their own conduct and the conduct of other staff and students when interacting with students. Whenever staff members or volunteers suspect or are unsure whether conduct is appropriate or constitutes a violation of this policy, they are expected to consult with their supervisor.

15430 While the use of technology for educational purposes is supported, staff members are prohibited from inappropriate text messaging, online socializing, or from engaging in any conduct on social networking web sites that violate the law, Educational Service District policies or other generally recognized professional standards.

15440 Employees whose conduct violates this policy may face disciplinary action and/or termination consistent with Educational Service District policies, rules, regulations and acceptable use agreements.

15450 The superintendent or designee shall ensure that procedures and staff protocols for reporting and investigating allegations are developed and that the necessary training to accompany this policy occurs.

Approved by Board: 11/16/10