

**HARASSMENT/SEXUAL HARASSMENT**

**Purpose:**

To establish the district's position prohibiting harassment; to set forth guidelines for handling violations of the SOG; and to specify the related complaint handling guideline.

**Scope:**

This SOG applies to all personnel of the district. Furthermore, the district has established appropriate guidelines to insure that non-personnel (vendors, suppliers, customers, etc.) doing business on district premises are also made aware of the intent of this policy.

**Policy:**

- A. Harassment, including sexual harassment, is contrary to standards of conduct between individuals and is prohibited by EEOC regulations. Any member who engages in any of the acts or behaviors defined below is in violation of district policy.
- B. The district will take corrective action when a member is determined to have violated this policy. Such action will include a range of disciplinary measures, up to and including termination.
- C. The district enforces all Federal and state regulations relating to fair and proper treatment of all personnel.
- D. Any activity by anyone, male or female, which makes any member feel that he or she is being sexually harassed, will not be tolerated. Actions which are irritating to another member or are counterproductive will not be tolerated.
- E. When working, personnel are expected to exercise good judgment and avoid the creation of situations which could cause another member to feel threatened or uncomfortable. In addition, foul and vulgar language is offensive to some people and thus is not acceptable.
- F. Any member who believes that they are being subjected to objectionable conduct by another member or anyone doing business with the district should bring the matter to the attention of management.

**Definitions:**

- A. Sexual Harassment: Unwelcome sexual advance, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment and membership; or
  2. Is used as a basis for employment and membership decisions; or
  3. Has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile and/or intimidating working environment.
- B. Harassment: Unwelcome verbal, physical, or visual conduct of a racial, ethnic, or other type which impairs any member's ability to perform their job or has the purpose or effect of interfering with work performance or creating an otherwise offensive, hostile and/or intimidating working environment.

**Complaint Guideline:**

- A. Complaints of harassment of any type are to be brought to the attention of management in writing via one of the following options:
1. The member's immediate supervisor; or
  2. The next higher level of management above the immediate supervisor; or
  3. The Chief.
- C. Regardless of who receives the initial complaint, either the Chief, Assistant Chief, or the Board of Trustee's Chairperson shall be notified on the same day by the person receiving the initial complaint. If neither of these individuals is immediately available, the person receiving the complaint must report it to one of these individuals at the earliest possible time.
- D. All communications regarding this subject are to be kept in the strictest of confidence. Personnel have a right to confidentiality regarding a complaint for any type of harassment.
- E. The complaint will be promptly investigated, and appropriate action will be taken as deemed necessary.
- F. If a member is found to have made a false or pretentious complaint of harassment, they will be subject to corrective disciplinary action.