

## **GRANITE FALLS SCHOOL DISTRICT**

### **PERSONNEL**

#### **POLICY 4025: SEXUAL HARASSMENT**

All employees will be provided a work environment free from sexual harassment. Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. Such conduct, whether committed by supervisory or nonsupervisory personnel, is specifically prohibited.

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

1. Submission to such conduct is made either an explicit or implicit term or condition of an individual's employment, or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that person, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee or volunteer who believes he/she has been subjected to sexual harassment on the job should bring this to the immediate attention of his/her supervisor or the Title IX Officer.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken to end sexual harassment and prevent its recurrence. Corrective action may include disciplinary action, up to and including suspension or termination, against those who violate the sexual harassment policy. Disciplinary actions shall be in compliance with collective bargaining agreements and state and federal law. To the highest degree possible, allowing for a fair investigation, complaints will be treated in a confidential manner. Retaliation against employees or volunteers shall not occur because they have made complaints of sexual harassment to management.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Reasonable efforts shall be made to inform all employees and volunteers of the District's sexual harassment policy and procedures. These efforts shall include insertion of the policy and procedures in new employee information and volunteer orientation materials, posting a notice in each school and District building, and discussion of the policy and procedures at each school.

Informal complaints of sexual harassment by employees or volunteers shall be reported to the employee's or volunteer's supervisor or the Title IX Officer. The administrator receiving the complaint will be responsible for coordinating the investigation of such complaint with the Title IX Officer. Formal complaints of sexual harassment shall be processed in accordance with the complaint procedures set forth in the procedures of this policy.

Annually in conjunction with the report to the Board of Directors on the Affirmative Action Plan, the Title IX Officer will review the use and efficacy of the sexual harassment policy and procedures.

Board policy reference: 4000, 4005, 4065, 4071, 5000, 5001

Legal reference: RCW 28A.640 Sexual Equality; 29 CFR 1604.11 Family Education Rights; WAC 392-190 Equal Education Opportunities

**ADOPTED: June 17, 1993**

**AMENDED: MARCH 16, 1995**

**DECEMBER 21, 1995**

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**APRIL 21, 2004**