

## PROHIBITION OF SEXUAL HARASSMENT

Date: August 10, 1999

---

The Board of Education recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws. The Board will provide to all employees an environment free from sexual harassment, and will not tolerate such conduct on the part of any employee.

**1. Definitions**

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

- a. submission to such conduct is made a term or condition of an individual's employment decisions affecting such individual; or
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive employment or educational environment.

Forms of sexual harassment include the following:

- a. verbal harassment, such as derogatory comments, jokes, slurs, or pressure for sexual activity;
- b. physical harassment, such as unnecessary or offensive touching or impeding or blocking movement; and
- c. visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings or gestures.

**2. Complaint Procedure**

- a. If any employee perceives comments, gestures or actions from any employee, including supervisors or members of management to be offensive, the employee should notify the immediate supervisor, principal and/or the Superintendent. Administrators and supervisors who become aware of any allegation(s) of sexual harassment shall immediately report such allegation(s) to the Superintendent.
- b. The Superintendent or designee will promptly investigate any complaints of sexual harassment, and

(See next page)

**Page 2 - GAEB - PROHIBITION OF SEXUAL HARASSMENT**

will produce a written report of the findings, to include any physical evidence gathered (letters, notes, tapes, photographs, etc.), and recommend a resolution to the complaint.

**3. Disciplinary Actions**

Any employee who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances or the infraction. If the proposed disposition will involve the loss of a property interest, the accused employee will be entitled to appeal and/or due process before the Columbia County Board of Education.

No individual will suffer reprisals for reporting any incident of sexual harassment.

**Legal Ref: Title VII of the Civil Rights Act of 1964  
Title IX of Educational Amendments of 1972**

**PROCEDURE: NO**

**ADOPTED: 9/14/93  
REVISED: 10/11/94, 10/1/97,**

**Columbia County Board of Education**