

HARASSMENT IN THE WORKPLACE

In order to maintain a school environment that encourages optimum human growth and development for its students and employees, it is the policy of the Lancaster Community School District to maintain and ensure a learning and working environment free of any form of harassment or intimidation toward personnel and students.

Policy 512.1 relates to reports concerning harassment against employees, except Title IX sexual harassment, and such reports and complaints will be processed under that policy. Policy 513 relates to reports and formal complaints concerning Title IX sexual harassment against employees, and reports and formal complaints will be processed under that policy.

All employees of the Lancaster Community School District are required to be familiar with, and comply with, the policy of the district prohibiting harassment in the workplace. This policy prohibits any district employee, male or female, from harassing another employee or student.

Harassment refers to acts of physical, verbal or psychological harassment which create an intimidating, hostile or offensive work atmosphere.

Prohibited harassment includes:

- (a) unwelcome verbal or physical conduct
- (c) making submission to (or rejection of) such conduct a factor in employment decisions affecting the employee; and
- (d) permitting such conduct to interfere with an employee's work performance, or to create a hostile, intimidating or offensive work environment.

An employee who believes he/she has been the subject of harassment should report the matter as soon as possible to his/her immediate supervisor. If the employee believes that a supervisor is involved in harassment, the matter should be brought to the immediate attention of the district administrator or with the District's Gender Equity Coordinator. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have harassed another employee will be subject to appropriate sanctions. Depending upon all circumstances, such disciplinary actions could include termination of employment.

Whether a particular action or incident is a purely personal, social matter without a discriminatory effect requires a factual determination based on the facts. False accusations of harassment can have serious adverse effects. The Board expects all employees to act honestly and responsibly in complying with and enforcing this policy. It is the Board's desire to continue providing a pleasant working environment for all employees, free of discrimination.

It is also the policy of the district not to permit other forms of harassment based upon race, religion, national origin or other protected status. This includes ethnic jokes, slurs or name-calling. The standards and procedures set forth above apply equally to these forms of unlawful discrimination. The School Board recognizes that employees of both sexes work together and communicate with each other. Although there is no absolute definition of conduct which constitutes harassment in every case, all employees are asked to conduct themselves reasonably in accordance with the guidelines set forth above. The School Board will not tolerate any conduct which fails to comply with the letter and spirit of these guidelines. All employees are required to abide by the guidelines. Disciplinary measures up to and including discharge may be imposed for violation of this policy.

The Board encourages any employee to raise any questions regarding this policy or any suspected discrimination in the workplace with his/her supervisor or with the District Administrator.

Cross-reference: 512-Rule Complaint Procedures for Harassment In the Workplace

Approved: July 12, 1995