



ADMINISTRATIVE MEMORANDUM

SEXUAL HARASSMENT

| 4005.1

Sexual harassment in the workplace is a form of employment discrimination, and is prohibited by law. This administrative memorandum supports the District's policy that sexual harassment, in any form, of employees or applicants for employment is unacceptable conduct that will not be tolerated. All employees share responsibility for ensuring that the workplace is free from all forms of sexual harassment.

Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; 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.

Federal regulations outlined in 29 C.F.R. § 1604.11(a) state that no manager, supervisor, or other employee shall threaten or suggest, either explicitly or implicitly, that another employee or applicant's refusal to submit to sexual advances in any form will adversely affect that person's employment, performance evaluation ratings, wages, compensation, advancement, assigned duties, or any other term or condition of employment.

Furthermore, all employees are prohibited from offering, promising, or granting preferential treatment to any employee or applicant for employment as a result of the individual engaging in, or agreeing to engage in, sexual conduct. The following behavior is also prohibited: physical assaults of a sexual nature; other unwanted and unnecessary physical contact with another employee; unwelcome advances, propositions, or sexual flirtations; subtle pressure or requests for sexual activities; verbal abuse of a sexual nature including, but not limited to, inappropriate verbal comments about an individual's body or sexual activities; the inappropriate use of sexually explicit or offensive language in discussions with or to describe an individual; sexually explicit or offensive jokes; and the display in the workplace of sexually suggestive objects or pictures.

Any employee of the District who feels that he/she has been a victim of sexual harassment in any form by any manager, supervisor, co-worker, customer, vendor, parent, student, visitor, or other person should bring the problem to the immediate attention of his/her supervisor or the Manager of Human Resources. If the complaint involves someone in the employee's direct line of supervision or if the employee is uncomfortable for any reason with discussing such matters with the individuals designated or is not satisfied after bringing



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the matter to the attention of one or more of these individuals, that employee should report the matter promptly to the Director of Human Resources.

Authorizing Code	RCCSD Board of Education Policy 4005
Office Responsible	CFO
Attachments	N/A

Issued	August 23, 2010
Revised	N/A



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The District will investigate all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee who is found, as a result of such an investigation, to have engaged in sexual harassment in violation of this administrative memorandum will be subject to appropriate disciplinary action up to and including termination of employment. Furthermore, retaliation in any form against an employee or applicant who exercises his/her right to make a complaint under this memorandum is strictly prohibited, and will itself be cause for appropriate disciplinary action.

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources.

Authorizing Code	RCCSD Board of Education Policy 4005
Office Responsible	CFO
Attachments	N/A

Issued August 23, 2010
Revised N/A