

PREVENTING **Workplace Bullying, Violence and Sexual Harassment**

The District desires that all employees have a respectful and safe work environment free of bullying, violence, and inappropriate conduct. To that end, all employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public.

What is harassment?

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

- ◆ Has the purpose or effect of unreasonably interfering with the employee's work performance;
- ◆ Creates an intimidating, threatening, hostile, or offensive work environment; or
- ◆ Otherwise adversely affects the employee's employment opportunities

What is sexual harassment?

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal

conduct; or other conduct or communication of a sexual nature when:

- ◆ Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- ◆ The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

What can you do if you believe you are a victim of harassment or sexual harassment?

If you believe you can rectify the situation yourself:

- ◆ Make an attempt to let the person know that you object to the actions or remarks.
- ◆ If the person persists, document the

LISD Employee Handbook

- **Standards of Conduct**
Policy DH
- **Harassment**
Policy DIA
- **Sexual Harassment**
Policies DIA, FFH
- **Complaints and Grievances**
Policy DGBA

(continued)

incidents with (1) a description of the events, (2) the number of occurrences with dates and locations, (3) the names of any witnesses, and (4) any other relevant documents.

- ◆ If the actions continue and you feel that your individual rights concerning harassment or sexual harassment are being violated, follow the reporting procedures detailed below. If the problem is with your immediate supervisor, contact Employee Relations in the LISD Department of Human Resource Services.

If the problem is severe, or you don't wish to try to rectify the situation yourself, follow the reporting procedures detailed below.

Reporting Procedures

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in District policy prevents a person from reporting harassment directly to one of the following District officials:

- ◆ For sexual harassment, the Title IX Coordinator (*See DAA(LOCAL)*)
- ◆ For all other prohibited harassment, the Superintendent

When you report information or make an allegation of harassment, confidentiality will be maintained to the greatest extent possible in all phases of the complaint process in accordance with policy and procedures. Retaliation against anyone who files a complaint or cooperates with an investigation is prohibited.

Any District employee with supervisory authority who receives notice that another

employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment or sexual harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

What is meant by zero tolerance?

Complaints or allegations are taken seriously. The District has zero tolerance for harassment or sexual harassment and any socially or sexually inappropriate conduct of any employee towards another in work settings. There will be *prompt investigation* and *swift reasonable action* to address all claims of harassing or sexually harassing conduct. The inappropriate conduct shall be grounds for disciplinary action and may ultimately lead to termination of employment.

*Information provided by:
LISD Human Resource Services
469-948-8030
Updated July, 2008*

