

It is the policy of the Richmond Board of Education to maintain a work environment free from all forms of harassment and to insist that all employees are to be treated with dignity, respect, and courtesy. Any comments, gestures, or conduct relating to a person's protected status are unacceptable as are any threats to, or intimidation of, an employee.

Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship and will not be tolerated in the District. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with the work performance of its victims and their co-workers or creates an intimidating, hostile or offensive work environment.

Sexual harassment may include, but is not necessarily limited to, actions such as:

- Unwelcome sexual advances or touching
- Sexual comments, gestures or jokes
- Requests for sexual favors used as a term or condition of employment or as a basis for employment decisions such as hiring, promotion or compensation
- Display of sexually graphic materials

It is the responsibility of school administrators, supervisors and all employees to ensure that these prohibited activities do not occur.

The Board of Education recognizes that employees and students of both sexes work together and communicate. All employees are required to conduct themselves in accordance with the guidelines set forth above. The Board of Education will not tolerate conduct that fails to comply with the letter and spirit of these guidelines. Disciplinary measures up to and including discharge may be imposed for violation of this policy.

Individuals who experience sexual harassment from co-workers or others should make it clear that such behavior is offensive to them and may file a complaint in accordance with the District's employment discrimination complaint procedures. If the person to whom the complaint is to be filed is the alleged harasser, the complaint should be filed with the next highest authority listed in the procedures. All sexual harassment complaints shall be promptly and thoroughly investigated. The District shall respect the confidentiality of both the complainant and the accused consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action.

State and federal laws prohibit sexual harassment that has the effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work/school environment.

All employees have rights under state and federal laws to be protected from such harassment and are encouraged to report incidents that may violate this policy. Reports should be made to the District Administrator/designee, or directly to the Board of Education. All sexual harassment complaints will be investigated to the extent authorized by the law by the Administration and reported to the Board of Education in a prompt manner. Proper action to correct the situation will follow if the investigation

concludes that sexual harassment has occurred. Retaliation in any form against any employee for complaints or participation in any investigation of alleged harassment is prohibited.

District employees shall be informed of this policy and related complaint procedures annually.

Legal References:

Wisconsin Statutes

[Section 111.32\(13\)](#) [definition of sexual harassment in employment]

[Section 111.36](#) [sex discrimination prohibited in employment, including sexual harassment]

Federal Laws and Regulations

[Title VII of the Civil Rights Act of 1964](#) [sex discrimination prohibited in employment]

[Regulations Implementing Title VII of the Civil Rights Act \(29 C.F.R. - Part 1604.11\)](#) [sex discrimination in employment; sexual harassment]

[Regulations Implementing Title IX of the Education Amendments of 1972 \(34 C.F.R. - Part 106.51\)](#) [sex discrimination in employment in educational programs]

Cross References: Employee Handbook

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Revised: 1/14/08, 6/12/17