

SEXUAL HARASSMENT

It is the policy of the LEARN Board of Directors that any form of sexual harassment is forbidden in the workplace and in all school facilities, whether by supervisory or non-supervisory personnel, by individuals under contract or volunteers subject to the control of the Board.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that an employee's submission to or rejection of unwelcome conduct will in any way influence an employment decision regarding that employee, or conduct of a sexual nature which substantially interferes with an employee's work performance, or creates an intimidating, hostile or offensive work environment, such as the display in the workplace of sexually suggestive objects or pictures.

Sexual harassment in the workplace whether by supervisory or non-supervisory employees will result in disciplinary action up to and including dismissal.

It is the express policy of the Board to encourage victims of sexual harassment to report such claims. Employees are encouraged to promptly report complaints of sexual harassment to the Executive Director. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment. The Executive Director will develop and distribute sexual harassment complaint procedures.

Policy adopted: May 14, 1992

LEARN

Sexual Harassment Complaint Procedure

What to do if Sexually Harassed

An employee who encounters sexual harassment as defined in the LEARN Board Policy No. 4118/4218 should immediately report the sexual harassment to LEARN. The employee may report the sexual harassment to his or her supervisor or, if doing so would be impossible or uncomfortable, to the Program Director, Director of Executive Services, or Executive Director. All complaints of sexual harassment will be treated with the utmost confidentiality.

Any employee who encounters sexual harassment as defined in the LEARN Board Policy No. 4118/4218 should inform the perpetrator that his or her behavior is unwelcome and that such behavior must stop. Any administrator or supervisor who is made aware of a complaint of possible sexual harassment must immediately report the complaint to the Director of Executive Services.

The Reporting and Investigation Process

Typically, the sexual harassment reporting and investigation process follows the following steps:

- ! The employee who believes that he or she has been the subject of sexual harassment should report the conduct to his or her supervisor, to any LEARN Program Director, the Director of Executive Services, or the Executive Director, as already described above. The administration discusses informally the allegations with the reporting employee. The details of the complaint usually will be reduced to writing.
- ! Following the informal discussion, and if appropriate under the circumstances, the Director of Executive Services or a designee conducts an investigation in a manner that will assure the complaint is given the proper consideration and at the same time protect the rights of school district personnel.
- ! Upon conclusion of the investigation, the administration creates a report, summarizing the results and the proposed disposition of the matter. Copies are provided to the complainant, the alleged harasser, and as appropriate, to all that are directly concerned.
- ! If after the investigation, LEARN concludes that sexual harassment has occurred, the agency takes reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to sexual harassment may include reassignment, transfer, and/or disciplinary action up to and including termination of employment. In addition, the harasser and any other employee(s), if appropriate, are informed that appropriate actions shall be taken if further acts of harassment or retaliation occur.
- ! If the situation warrants, steps in this process may be by-passed or repeated. LEARN may take action to remedy the alleged harassment pending the investigation or may take other actions related to the matter as it deems appropriate in its sole discretion.

Investigatory Interviews

If an employee of LEARN is interviewed in relation to the investigation of a complaint, the administration makes all reasonable attempts to conduct the interview at a reasonable hour, in a non-coercive matter, without threat, or promise of reward, and during the employee's regular scheduled work day.

Prior to any interview, the employee being interviewed is apprised of the following:

- ! Identity of all persons present at the interview;
- ! Nature of the investigation including any allegation;
- ! Whether the employee being interviewed is a witness or the subject of the investigation; and
- ! If applicable, that the interview is being recorded.

Appeals of Complaints

If the investigation has taken place below the level of Executive Director and the complainant deems it necessary to carry the complaint beyond the investigator's decision, he or she may file a written appeal with the Executive Director of LEARN. Such appeal must be taken within ten (10) calendar days from the date of the notice of LEARN's decision on the matter.

Upon receiving the complaint, the Executive Director typically reviews the investigator's written report and the information collected by the investigator together with the recommended disposition of the complaint in order to determine whether the alleged conduct constitutes sexual harassment. The Executive Director may also conduct a reasonable investigation including interviewing the complainant, the alleged harasser, and witnesses.

Retaliation

No reprisals or retaliation will be taken by or against any participant in the complaint procedures by reason of such participation.

Other Sources of Information and Assistance

In addition to the complaint procedure above, there are specific legal remedies available to both the complainant and the alleged harasser. For further information contact:

The Connecticut Commission on Human Rights and Opportunities
90 Washington St.
Hartford, CT 06106

OR

Office of Civil Rights Region 1
Elementary and Secondary Education
RKO General Building, Government Center
Boston, MA 02114

LEARN

SEXUAL HARASSMENT PERSONNEL COMPLAINT REPORT

Name of complainant: _____ Telephone work) _____
Home address: _____ Telephone (home) _____
Department/position of employment: _____
Supervisor _____
Date of incident _____ Time of incident _____ Date reported _____
Location of incident _____

Complaint filed against (name/position) _____

Details (description) of complaint: _____

Witnesses:

Name/Position	Address	Telephone
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Signatures (Acknowledgement):

Complainant _____ Date _____

Executive Director _____ Date _____