

***Policies & Operational  
Procedures for  
MPS Staff***

**Section: Equal Employment  
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**HARASSMENT**

It is the policy of the District to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this District shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition:

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
3. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating a hostile work or learning environment.

Sexual harassment may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

## **COMPLAINT PROCEDURE**

Any employee who witnesses, or who believes he or she has been a victim of, unlawful discrimination or harassment, including sexual harassment, should immediately report the incident to the Director of Personnel Services or Superintendent. All reports of unlawful discrimination or harassment will be promptly and thoroughly investigated. This may include, but is not necessarily limited to, interviewing the complaining employee, the alleged victim (if different), the alleged harasser, relevant supervisors and other personnel, as necessary, to obtain sufficient factual information upon which to base a decision. Confidentiality will be maintained to the extent it is consistent with effective investigation.

If a violation of the District's policy is found, appropriate action will be taken to end the conduct and prevent its recurrence. This may include termination of the guilty employee. A written record of any such action taken will be placed in the guilty employee's personnel file. In the case of unlawful harassment by a non-employee, the District will notify the person of the District's policy against harassment and take such other action as may be appropriate under the circumstances. If no violation is found, the matter will be closed. In either case, however, the complaining employee and the alleged victim (if different) will be advised of the results of the investigation and the decision reached by the District.

## **RESPONSIBILITY**

The District is committed to vigorously enforcing its policy against unlawful discrimination and harassment. All employees should conduct themselves in a way that ensures they do not engage in such conduct. All administrators and supervisors are responsible for making sure that the employees under their supervision are aware of this policy and ensuring that their personnel decisions comply with this policy.