

UNLAWFUL SEXUAL HARASSMENT IN THE WORKPLACE

Sexual Harassment Definition:

Unlawful sexual harassment is a form of discrimination that is against federal and state law and Board Policies GBAA and AC. It is defined as **unwelcome sexual advances, requests for sexual favors or other unwelcome conduct constitutes sexual harassment if:**

- Submission to such conduct is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

Unwelcome Behavior that Can Constitute Sexual Harassment:

- Derogatory comments of a sexual nature or based on gender;
- Sexual or gender-based jokes or teasing;
- Comments about clothing, personal behavior, or a person's body;
- Pressure for dates or sexual activity;
- Graphic descriptions of pornography;
- Obscene phone calls;
- Telling lies or spreading rumors about a person's personal or sex life;
- Turning work discussions to sexual topics (using "puns");
- Staring or sizing up a person's body (looking up and down);
- Derogatory gestures of sexual nature;
- Sexually suggestive looks
- Facial expressions of a sexual nature; winking, licking lips

- Presence of sexual visual material (electronic or printed) such as cartoons, drawings, calendars, pictures;
- Written material that is sexual in nature, such as notes or e-mails with sexual comments;
- Knick-knacks and other objects of a sexual nature;
- Unwelcome hugging, sexual touching or kissing;
- Standing too close to or brushing up against another person, leaning over, invading a person's space;
- Patting, stroking, grabbing or pinching;
- Blocking someone's path with the purpose of making a sexual advance;
- Stalking; or
- Actual or attempted sexual assault, or forced fondling.

Every Employee Should:

- Expect to work in an environment free from sexual harassment;
- Take seriously the responsibility to recognize and report harassment;
- Not perpetrate sexual harassment or take part in a "culture of silence" that allows sexual harassment to occur;
- Know that a report may be made to a supervisor, Principal, Department Head, Assistant Superintendent, Human Resources Director or the Superintendent;
- Know that a report will be taken seriously and investigated;
- Know that reasonable and appropriate follow-up action will be taken; and
- Know that an employee will not be retaliated against for bringing a complaint forward.