

<p align="center">DANBURY PUBLIC SCHOOLS Danbury, Connecticut</p>	<p align="center">REGULATIONS</p>	
<p><i>HARASSMENT IN THE WORKPLACE</i></p>	<p>Reviewed: 5-18-09</p>	<p>Policy No. 4-300 Page</p>

GENERAL

- A. The reporting of all harassment complaints and records related to such a complaint will be kept confidential and will be disclosed to the alleged harasser, to any witness, and on a need-to-know basis to any other school board employees and officials. Nothing in this paragraph precludes the Danbury Public School system from disclosing all harassment complaints and related records in compliance with federal, state and local laws.
- B. An employee filing a harassment complaint and any employee who encourages another employee to file a harassment complaint shall not be retaliated against in any respect, including but not limited to retaliation in job performance requirements, job evaluation and considerations for advancement.
- C. An employee filing a harassment complaint shall have immediate access to the Director of Human Resources and may request that another employee be present during the filing of the complaint. An employee filing a sexual harassment complaint, as defined below, may request that the Director of Human Resources designate an employee of the same sex as the complainant to be present during the filing of the complaint.

D. DEFINITIONS

“Sexual Harassment” means unwanted and unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which interferes with a person’s employment and/or creates a hostile work environment. Sexual Harassment includes, but is not limited to:

- 1. Intimidation, sexual coercion, hostile or offensive conduct that has the purpose or effect of having a negative impact upon the individual’s job performance, and/or working environment;
- 2. Submission to or rejection of sexual conduct by an individual that is used as the basis for decisions affecting that individual regarding employment;
- 3. Sexual invitations; suggestive or obscene letters, notes, and graffiti; derogatory sexual comments; sexual gossip, slurs, jokes, and epithets; assault, touching, impeding or blocking movement, leering, and gestures, of a sexual nature; and the display or distribution of sexually suggestive objects, pictures or cartoons;

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<p>4. Expressions of continuing sexual interest after being informed that the interest is unwelcome; or</p> <p>5. Unwanted, attention of a sexual nature.</p> <p>."Harassment" means unwanted verbal or physical conduct targeted at an employee based on an employee's race, color, gender, national origin, ancestry, religious creed, pregnancy, marital status, age, disability, military or veteran status, and/or sexual orientation that interferes with a person's employment and/or creates a hostile work environment. Harassment includes, but is not limited to:</p> <ol style="list-style-type: none"> 1 Intimidation, coercion, and hostile or offensive conduct that has the purpose or effect of having a negative impact upon the individual's job performance, and/or working environment. 2 Offensive letters, notes, and graffiti; derogatory comments; gossip, slurs, jokes, and epithets; assault, touching, impeding or blocking movement, leering, and gestures; and the display of offensive objects, pictures or cartoons. <p><u>SPECIFIC</u></p> <ol style="list-style-type: none"> A. When an employee wants to file a harassment complaint, he/she shall contact the Director of Human Resources and a meeting shall be set as promptly as possible. B. Upon receipt of a harassment complaint, the Director of Human Resources shall investigate the complaint promptly in a thorough manner and in accordance with the defined investigative procedures. C. The Director of Human Resources will apprise the complainant of what will be the procedure to take place. D. The Director of Human Resources, upon completion of an investigation of the complaint, will make a recommendation to the Superintendent of Schools for final decision. E. The complainant and the harasser will be informed of the decision as promptly as possible. 		

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If the complainant is dissatisfied with the decision of the Superintendent (if applicable), he/she may pursue further resolution through the contractual grievance procedure if such contract provides for resolution of complaints of sexual harassment or harassment as defined herein. Nothing herein shall effect and employee's right to file their complaint with appropriate outside agencies such as the Connecticut Commission on Human Rights and Opportunities and/or the Equal Employment Opportunities Commission.

In a case where the Director of Human Resources is the accused or accuser in a harassment complaint, the Superintendent of Schools shall be the contact person and shall be responsible for the investigative procedures.

INVESTIGATIVE PROCEDURES

Upon receipt of a harassment complaint, the Director of Human Resources shall contact legal counsel to review the situation and follow the steps as indicated, unless deemed inappropriate after legal advice.

Investigative Steps:

1. Obtain all facts from complainant and a signed statement with dates, times, places, specifics of the conduct, names of witnesses (*in writing*).
2. Obtain all facts from the "accused" as to his or her version and a signed statement (*in writing*).
3. Conduct interviews with witnesses and obtain signed statements.
4. This procedure will be conducted by the Director of Human Resources and one other employer representative selected by the Director of Human Resources. In the case of a sexual harassment complaint, and at the request of the person filing the complaint, the Director of Human Resources shall give consideration to selecting an employer representative who is a member of the same sex as the individual filing the complaint.
5. All meetings shall be logged (date and time) and notes kept by the Director of Human Resources. All meetings shall be held in private and all parties and witnesses shall be cautioned to preserve confidentiality.

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