

SOUTH PASADENA UNIFIED SCHOOL DISTRICT

SEXUAL HARASSMENT PREVENTION POLICY

The South Pasadena Unified School District is committed to a work environment in which all employees are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. California Education Code Sections 210-214, inclusive, and Government Code Section 12900-1296 (Fair Employment and Housing Act).

Therefore, the District strongly condemns, opposes and prohibits sexual harassment of employees or applicants by any person whether verbal, physical or environmental.

Any employee who engages in sexual harassment of anyone in or from the District will be subject to discipline up to and including termination.

WHAT IS SEXUAL HARASSMENT?

Unwelcome sexual advances, requests for sexual favors and other physical verbal or visual conduct of a sexual nature when:

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

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment may include:

- Explicit sexual propositions, innuendos or comments.
- Sexually-oriented kidding, teasing or jokes.
- Foul or obscene language or gestures.
- Displays of sexually-suggestive printed or visual material.
- Physical contact, e.g. patting, pinching or brushing up against another employee.
- Actual or attempted rape or assault.

IF YOU ARE SEXUALLY HARASSED

EITHER

Tell the offender in person and/or in writing that his/her behavior is unwelcome and must stop or you will take further action.

OR

Advise your supervisor that you are being harassed and request his/ her assistance in resolving the problem. If your supervisor is the alleged harasser, contact his/her superior or call the Assistant Superintendent, Personnel Services. The District has sexual harassment complaint forms which you may use to help you resolve the issue.

OTHER OPTIONS INCLUDE:

- Contacting the United States Equal Employment Opportunity Commission, phone number (213) 894-1000, or the California Department of Fair Employment and Housing, phone number (213) 897-1997.
- Contact the Affirmative Action Equal Opportunity Section directly at (213) 742-7735 regarding filing a complaint.
- Seek legal advice.

Whatever action you take, you should keep a written record of any and all incidents of harassment.

All South Pasadena Unified School District Employees are expected to behave in a manner that maintains a working environment free of harassment. Sexual harassment, whether directed toward men or women by employees at any level, will be subject to disciplinary action.

When the District receives a complaint or otherwise learns of alleged sexual harassment in the workplace, a thorough and prompt investigation will be conducted. When warranted, the District will take immediate and appropriate corrective action by doing whatever is necessary to end the harassment and remedy the complainant's loss. Moreover, in proven cases of sexual harassment, appropriate disciplinary action will be taken. The corrective action will take into consideration the severity of the misconduct and may include discipline ranging from reprimand to termination.

It is the intention of the District to prevent the harassment from recurring and ensure that the victim is not subjected to retaliation. Any disciplinary action taken against an employee will become part of his/her personnel file.