

Bartlett City Board of Education		5022
Descriptor Term: DISCRIMINATION/HARASSMENT	Descriptor Code: Personnel	Issue Date: 01/09/2014
	Rescinds:	Revised:

1 Employees shall be provided a work environment free from discrimination/harassment that is
2 racial, ethnic, sexual, and/or religious in nature. It shall be a violation of this policy for any
3 employee to participate in discrimination/harassment exhibited through disparaging conduct
4 or communication that is racial, ethnic, sexual, or religious in nature. The following guidelines
5 are set forth to ensure an appropriate work environment free from discrimination/harassment.

6 Harassment, in any form, is prohibited.¹ Harassment is a form of discrimination and is defined
7 as conduct, advances, gestures, or words, either written or spoken, of a sexual, racial,
8 gender, ethnic, or religious nature which:

- 9 Unreasonably interfere with an individual's work or performance;
- 10 Create an intimidating, hostile, or offensive work environment;
- 11 Imply that submission to such conduct is made an explicit or implicit term of
12 employment, affecting the harassed employee; and/or
- 13 Imply that submission to or rejection of such conduct will be used as a basis for an
14 employment decision affecting the harassed employee

15 Alleged victims of harassment shall report allegations immediately.² This report should be
16 made to the alleged victim's immediate supervisor except when the immediate supervisor is
17 the offending person. If the immediate supervisor is the offending person, the report shall be
18 made to the Federal Rights Coordinator. Allegations of discrimination/harassment shall be
19 fully investigated. An oral complaint may be submitted; however, such complaint must be
20 reduced to writing to ensure a more complete investigation. The complaint should include the
21 following information:

- 22 Identity of the alleged victim and the person accused;
- 23 Location, date, time, and circumstances surrounding the alleged incident;
- 24 Description of what happened;
- 25 Identity of witnesses; and
- 26 Any other evidence available.

27
28 Confidentiality shall be maintained, and the anonymity of all parties and witnesses to
29 complaints will be respected. However, the identity of parties and witnesses may be disclosed
30 on limited, need to know basis in order to conduct a thorough investigation, take necessary
31 action to resolve a complaint, provide due process to the accused, and/or cooperate with
32 police investigations or legal proceedings.

33 No reprisals or retaliation shall occur as a result of good-faith reporting of an accusation of
34 harassment or participation in an investigation. However, any employee who refuses to

¹ 29 C.F.R. §1604.11

² 20 U.S.C. §1681

- 1 cooperate or who gives false information during the course of an investigation may be subject
2 to disciplinary action. The willful filing of a false report will itself be considered harassment
3 and will be treated as such.
- 4 The Superintendent or designee shall oversee the grievance process of any harassment
5 complaint. If satisfactory resolution of any complaint is not reached, the complainant may
6 refer the matter to the Board of Education.
- 7 Any employee found to have engaged in harassment shall be subject to disciplinary action
8 up to and including termination. An employee disciplined pursuant to this policy may appeal
9 the decision by contacting the Federal Rights Coordinator.
- 10 Notice of this policy and its accompanying complaint procedures shall be included in the
11 employee handbook.