

**RSU #16** (Mechanic Falls, Minot, Poland)

**Policy Code: ACAB**

**Adopted: April 2003**

**Revised: September 2010**

## **HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES**

Harassment of school employees because of race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability is prohibited. Such conduct is a violation of RSU #16 School Board policy and may constitute illegal discrimination under state and federal laws. All employees are responsible for respecting the rights of students and co-workers who work at or attend school in RSU #16.

### **Harassment**

Harassment includes, but is not limited to, verbal abuse (such as epithets or slurs), threats, physical assault and/or battery based on race, color, sex, sexual orientation, religion, ancestry or national origin, age, or disability. Under the Maine Civil Rights Act, violence or threats of violence against a person or their property based on their sexual orientation are also illegal

### **Sexual Harassment**

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, other verbal and physical conduct of a sexual nature, or display in the workplace of sexually suggestive objects or pictures, constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- B. Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge.

All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.

### **Notice and Training**

Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine law.

The Superintendent is responsible for ensuring that the District complies with all legal requirements for posting, notification and training of employees regarding harassment and sexual harassment.

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**SIGNATURE BLOCK:**

RSU #16 School Board

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Mary Ella Jones, Vice Chair

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Annette Annance

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Carlton Beckett

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Terri Arsenault

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Norm Davis

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Melissa Hodgkin

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Steve Holbrook

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Yvette Murray

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Jeanne Manley

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Scott Sawyer

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Martha Stone

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Jack Wiseman

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Chris Woodford

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