



1.8. Workplace Harassment. Harassment encompasses unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as sex, sexual orientation, gender identity, color, race, ancestry, religion, natural origin, age, disability, marital status, veteran or military status, citizenship status, or other protected group status. The District will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. All employees must be sensitive to the feelings of others and must try not to act in a way that might be considered harassment by someone else.

1.8.1. Verbal, physical, visual harassment of co-workers, co-employees and members of the public is absolutely forbidden. Employees are expected to not act in a way that might be considered harassment by someone else.

1.8.2. Harassment can take many forms. Prohibited harassment includes, but is not limited to:

- (a). Verbal (e.g., racial, sexual or ethnic jokes, stereotypes and insults).
- (b). Physical (e.g., sexually suggestive or unwelcome touching or obscene gestures).
- (c). Visual (e.g., insulting cartoons, sexually suggestive or lewd pictures or photographs).
- (d). Sexual harassment can include non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes; repeatedly brushing against someone's body; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or "girl" that others find offensive; talking about or calling attention to another employee's body or sexual characteristics; displaying nude or sexual pictures, cartoons or calendars in or on District property; continuing unwelcome behavior after a co-worker has objected to that behavior; or blaming the victims of sexual harassment for causing the problem.

1.8.3. Conduct of this type is improper, and it may be illegal if:

- (a). Submission to this conduct is either an explicit or implicit term or condition of employment
 - (b). Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved
 - (c). 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
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1.8.4. All employees are responsible to ensure a work place free from any type of harassment. If an employee is aware of any instances of work place harassment or believes he/she is a victim of harassment, the employee should:

- (a). Ask the offending employee to cease the conduct.
- (b). If an employee is uncomfortable confronting the harasser, or if the conduct does not stop, s/he should report the alleged act immediately to any supervisor.
- (c). Alternatively, if a supervisor is engaging in such conduct the employee should immediately report the alleged harassment to the District General Manager.
- (d). If the District General Manager is engaging in such conduct, the employee should immediately report the alleged harassment to the Board President.

1.8.5. All complaints will be promptly and thoroughly investigated by the management or appropriate body. Any employee who is found to have harassed another employee will be subject to disciplinary action, up to and including termination. The affected individuals will be informed of the outcome of the investigation.

1.8.6. No retaliation of any type will result from good faith reporting instances of harassment or cooperating in an investigation. Please see Section 9 Whistleblower Policy for more information.

1.8.7. A supervisor's failure to carry out these responsibilities may result in disciplinary action up to and including termination.