

The LEE COUNTY BOARD OF EDUCATION is proud of its professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant for all who work here. All employees must treat each other, and temporary staff, with courtesy, consideration and professionalism. The LEE COUNTY BOARD OF EDUCATION will not tolerate harassment of any employee, or temporary staff, by any other employee or supervisors for any reason. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, veterans' status, age, or genetics is prohibited by state and federal laws, which may subject the individual harasser to liability for any such unlawful conduct. Supervisors do not have the authority to grant or deny promotions, or to force any change in an employee's job status based on sexual favors. With this policy, the LEE COUNTY BOARD OF EDUCATION prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. There will be zero tolerance for derogatory racial, ethnic, religious, age, sexual or other inappropriate remarks, slurs, or jokes.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.

Each employee, and temporary staff, must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Types of harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering; or obscene gestures;
3. Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
4. E-Mail and Internet: offensive, demeaning or disruptive messages, or sexually explicit screen views.
5. Other: making or threatening reprisals as a result of a negative response to

## CHAPTER 6.00 – HUMAN RESOURCES

### PROFESSIONAL CONDUCT POLICY AND PROHIBITION AGAINST HARASSMENT

6.40

harassment. Same sex harassment or harassing conduct from non-Employees, such as vendors or clients, or temporary staff, is also in violation of this policy.

Any employee, or temporary staff, who believes that he/she is or may be subjected to objectionable conduct must report it immediately to Director of Human Resources or an Assistant Superintendent. You may also inform a supervisor about your concerns who can make the initial report on your behalf. You should assume that no report has been made following your discussion with a supervisor if you have not been contacted within 2 work days by the Director of Human Resources or an Assistant Superintendent. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee, or temporary staff, in this organization is exempt from this policy.

In response to every complaint, the LEE COUNTY BOARD OF EDUCATION will take prompt investigatory action and corrective and preventive actions where necessary. An employee, or temporary staff, who brings such a complaint to the attention of the LEE COUNTY BOARD OF EDUCATION in good faith will not be adversely affected as a result of reporting the harassment. The organization will not tolerate retaliation by supervisors and employees against any employee, or temporary staff, reporting incidents of harassment or for participating in an investigation of a harassment claim. Any employee, or temporary staff, who believes they have been subject to retaliation should make an immediately report to Director of Human Resources or an Assistant Superintendent. Any employee, or temporary staff, who engages in objectionable conduct, is subject to discipline up to and including termination or end of their temporary assignment. If an employee is not satisfied with the handling of a complaint or the action taken by the supervisor, then the employee should bring the complaint to the next higher level of authority set forth in policy 6.41 "**EMPLOYEE PROBLEM RESOLUTION PROCEDURE**" of the human resources section of the Board policy manual. In all cases, the employee will be advised of the findings and conclusion.

**HISTORY: First Reading August 14, 2012**  
**ADOPTED: September 11, 2012**