

## SEXUAL DISCRIMINATION AND HARASSMENT

It is the stated policy of the Holmdel Township Board of Education that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment.

Harassment of employees and students will not be tolerated in the Holmdel Township School District. The school district includes facilities, school premises, and non-school property if the employee or student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment by Board members, administrators, employees, parents, students, vendors, and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in disciplinary action, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent in consultation with the Board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other types of harassment may include, but not be limited to, jokes, stories, pictures, or objects that are offensive and/or tend to alarm, annoy, abuse, or demean individuals or groups.

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Employees or students who believe they have suffered harassment shall report such matters to the Affirmative Action Officer, who shall be the investigator for harassment complaints and who shall keep the Superintendent informed of all complaints and recommendations. Claims regarding harassment should be reported to a department supervisor, to the building principal or to the Superintendent, who will be the alternate investigator for complaints.

Copies of this policy will be distributed to all current and new employees. This policy will be posted in areas where all employees will have the opportunity to freely review it. Any suggestions for improvements to this policy are welcome.

Source: Regular Board Meeting

Date: January 24, 1996

Legal Reference: N.J.S.A. 10:5-3:27,4.1 Law Against Discrimination  
N.J.S.A. 18A:36-20 Discrimination, prohibition

