

Check Your Own Behavior

- ✓ *Treat every person with respect; expect the same*
- ✓ *Never assume friendliness = sexual interest*
- ✓ *Don't assume behavior is okay just because no one has objected to it*
- ✓ *Be sensitive to others and act appropriately*

Expectations

GFPS expects employees to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

GFPS believes all students and staff learn and work best in a safe, secure, and nurturing environment.

Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with the GFPS obligation to investigate and address complaints.

Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Where to Get Assistance

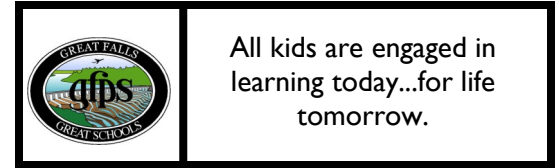
Employees may contact any of the following individuals or offices for guidance, information, or resolution of a sexual harassment issue:

- Your supervisor, principal, or director
- Office of Human Resources at 268-6010
- Employee Assistance Program at 268-6771
- Office of Elementary Assistant Superintendent at 268-6006
- Office of Secondary Assistant Superintendent at 268-6008



August, 2010

1100 4th St. S.
Great Falls, MT 59405
Phone: 406-268-6000



SEXUAL HARASSMENT: UNWELCOME UNWANTED UNINVITED!

- HARASSMENT FREE WORKPLACE
- WHAT SEXUAL HARASSMENT IS
- WHAT THE CONSEQUENCES OF SEXUAL HARASSMENT ARE
- EXAMPLES OF HARASSMENT
- WHAT TO DO IF YOU ARE HARASSED

INFORMATION FOR GFPS EMPLOYEES

GREAT FALLS PUBLIC SCHOOLS
Department of Human Resources
406-268-6010
August, 2010

HARASSMENT FREE WORKPLACE

The District will do everything in its power to provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal law.

What is Sexual Harassment?

Sexual harassment is defined as:

...any unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct or communications of a sexual nature.

The District prohibits its employees from making sexual advances or requesting sexual favors or engaging in any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer status;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or volunteer status decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with the individual's performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms "intimidating", "hostile", or "offensive" include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort.

**UNWELCOME,
UNWANTED
UNINVITED!**

Consequences of Sexual Harassment

Sexual harassment will be evaluated in light of all of the circumstances. A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge.

Examples of Sexual Harassment

Sexual harassment should always be considered within the realm of what is appropriate for the professional setting. The behaviors listed below vary in terms of how problematic they are. However, they may constitute sexual harassment and therefore, are not tolerated.

- **SEXUAL COMMENTS**

Jokes or remarks that are stereotypical or derogatory to members of the same or opposite sex; repeated comments about a person's anatomy; sexual innuendo.

- **FLIRTATION**

Being too personal for a typical professional relationship.

- **VERBAL SEXUAL ADVANCES**

General verbal expressions of sexual interest; inquiries of sexual values or behaviors.

- **VISUAL SEXUAL DISPLAYS**

Displays of pornographic pictures, posters, cartoons or other materials.

- **BODY LANGUAGE**

Leering at one's body.

- **PHYSICAL ADVANCES**

Kissing, hugging, patting, pinching, fondling, and provocative touching.

- **EXPLICIT SEXUAL REQUESTS**

Clear invitations for sexual encounter that contain no threats or promises.

- **SEXUAL BRIBERY**

Explicit sexual propositions which include or strongly imply promises of rewards for complying (e.g., higher pay) and/or threats of punishment for refusing (e.g., poor assignments).

What Should You Do If You Are Harassed?

Your situation may not fit the previous examples or behaviors exactly, but if you feel uncomfortable with someone's actions, you need to do something.

CHECKLIST FOR SEXUAL HARASSMENT COMPLAINTS

- Tell the harasser to stop.
 - Tell the harasser firmly and assertively that the behavior is unwanted and unwelcome, and that you want to keep the relationship professional. OR
 - Write a three-part letter.
 1. Describe the incident: the type of behavior, the date, time and location.
 2. Describe how the incident made you feel mentally and physically.
 3. State firmly that you want the harassment to stop immediately. You can also indicate the next step you plan to take if the harassment does not stop. Send the letter by certified mail and keep a copy.
- Tell at least one person about the incident.
- Keep a record of all incidents of sexual harassment.
 - Record all incidents with as much detail as possible: dates, times, places, any witnesses, and who you told about the incident and when you told them.
- Seek advice and report incidents of sexual harassment.
 - Employees who believe they may have been sexually harassed or intimidated should contact a Title IX Nondiscrimination Coordinator (see reverse side), or other administrator, who will assist them in filing a complaint. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure (Policy 5215).

DON'T DO IT...

DON'T TOLERATE IT!