



## Sexual Harassment

The Santa Fe Public Schools defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions.

This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, emails, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

### **Employees' and Students' Rights**

Harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity, or an employee's work environment, or creates an intimidating, threatening or abusive educational or work environment. A hostile environment can be created by a school employee, another student, a parent or even someone visiting the school, such as a student, or employee from another school.

The judgment and common sense of teachers, administrators and other educational support employees are important elements of any response.

### **Employer Obligations**

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective actions to stop and further harassment and correct any effects of the harassment.
- All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. All employees must be cautioned against using peer pressure to discourage harassment victims from complaining.

- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts. The Santa Fe Public School District holds Sexual Harassment training for new employees on a quarterly basis and provides education materials for existing employees on an annual basis.

**Employee Responsibilities**

- Report sexual harassment or suspected harassment to your direct Supervisor or Human Resources. If in doubt, seek out your Associate Superintendent.
- Help create and maintain an environment that fosters respect and an appreciation for diversity.
- Any member of the Santa Fe Public Schools' community who may have been subjected to or have concerns related to sexual harassment in the District can, without fear of reprisal, discuss their situations with any of the District official mentioned above, who will promptly offer advice and help.

My signature below acknowledges that I will comply with the Sexual Harassment policy.

Employee Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_  
(Please Print)

Job Title \_\_\_\_\_ School/Dept. \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

This form will be placed in your personnel file.