



Harassment

Personnel
Policy 4005

Policy Statement

- Harassment will not be tolerated in the workplace. This includes any verbal or physical conduct including the use of social media that is based on a person's protected characteristics or which demeans another.
- Protected characteristics include, but are not limited to, race, gender, religion, sexual orientation, disability, age, marital status, genetic information, and veteran status.
- All administrative and supervisory personnel shall be responsible for maintaining a work environment free from harassment.
- Complaints of harassment shall be investigated and disciplinary action up to and including termination shall be taken against those found to have violated this policy.
- Complaints of harassment shall be addressed to the employee's immediate supervisor unless the alleged harasser involves someone in the direct line of supervision or he or she is uncomfortable addressing the matter with the supervisor. In that case, complaints should be addressed to the Director of Human Resources or the office of the Superintendent.
- No retaliation shall be taken against an employee reporting harassment.
- Harassment by students shall be addressed by the Student Code of Conduct.
- The Superintendent shall implement staff training addressing this policy every two years. New employees shall be provided with training upon hiring.
- The Superintendent shall develop specific administrative procedures addressing training, the complaint process, investigations, and specific disciplinary actions for those found guilty of harassment.

Responsibility

The Superintendent shall be responsible for compliance.

References

14 Del. C. §§1043, 4049
 19 Del. C. §§711,721-725
 29 CFR §1604
 Civil Rights Act of 1964, 42 USC §§2000e, et seq.

Adoption Date

01/14/1993

Revision/ Reapproval Date

01/21/2009