

<h1>POLICY</h1>	<b>9250</b>
	<b>Adopted: April 6, 2010</b> <b>Revised: October 2, 2018</b>  <b>Personnel &amp; Negotiations</b>

**SUBJECT: SEXUAL HARASSMENT POLICY**

It is the policy of the Greater Southern Tier BOCES that all employees and students have a right to work or study in an environment free of discrimination on the basis of sex, sexual orientation, or gender identity which encompasses freedom from sexual harassment. The BOCES strongly disapproves of sexual harassment of its employees or students in any form, and states that all employees as well as students at all levels of the BOCES must avoid offensive or inappropriate sexual or sexually harassing behavior at school, on school grounds, school functions, and on school transportation and will be held responsible for ensuring that such workplace is free from sexual harassment. Specifically, the BOCES prohibits the following:

1. Unwelcome sexual advances;
2. Requests for sexual favors, whether or not accompanied by promises or threats with regard to the student-teacher, student-student or employment relationship;
3. Other verbal or physical conduct of a sexual nature made to any employee or student that may threaten or insinuate either explicitly or implicitly that any person's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts, academic performance, or any other condition of employment, academic or career development;
4. Any verbal or physical conduct of a sexual nature or regarding orientation that has the purpose or effect of substantially interfering with a person's ability to perform the individual's duties;
5. Any verbal or physical conduct of a sexual nature that has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
6. Any verbal or physical conduct regarding gender or sexual orientation that has the purpose or effect of creating a hostile or offensive working or academic environment.

Such conduct may result in disciplinary action up to and including dismissal or suspension upon instruction. Employees who are found to have engaged in sexual harassment, and supervisors who knowingly permit such behavior to continue, will be subject to discipline.

<b>POLICY</b>	<b>9250</b>  <b>Adopted: April 6, 2010</b> <b>Revised: October 2, 2018</b>  <b>Personnel &amp; Negotiations</b>
---------------	--

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel or students is also prohibited. This behavior includes, but is not limited to, commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, off-color language or jokes, innuendos, or displaying sexually suggestive objects, books, magazines, photographs, cartoons or pictures.

Employees or students who have complaints of sexual harassment by anyone in the school environment, including any supervisors, co-employees, students, or visitors are urged to report such conduct to the compliance officer so that the BOCES may investigate and resolve the problem. If the complaint involves the compliance officer, or if the person for any reason is uncomfortable in dealing with the compliance officer, the employee or student may go to the Superintendent or a person appointed by the Superintendent to handle the complaint.

The BOCES will endeavor to investigate all complaints as expeditiously and as professionally as possible. Where investigations confirm the allegations, appropriate corrective action will be taken.

The BOCES will endeavor to maintain the information provided to it in the complaint and investigation process as confidentially as possible, consistent with the laws of the State and, if applicable, the collective bargaining agreement.

Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe, to the compliance officer verbally within one (1) business day of receipt of the complaint. Within two (2) business days after making the verbal report of the complaint or harassment, the manager or supervisor will reduce the complaint or observation to writing and submit it to the compliance officer.

There will be no retaliation against employees or students for reporting sexual harassment or assisting the BOCES in the investigation of a complaint.

The procedure to investigate any complaint shall be consistent with the Equal Opportunity Grievance Procedure for Employees (Board Policy 9020).

Reference: New York Labor Law § 203-d

<b>POLICY</b>	<b>9250</b>
	<b>Adopted: April 6, 2010</b> <b>Revised: October 2, 2018</b> <b>Personnel &amp; Negotiations</b>

**SEXUAL HARASSMENT COMPLAINT FORM**

**COMPLAINANT INFORMATION**

Name: Work Address:

Home Address: Work Phone:

Home Phone: Email:

Job Title:

Select Preferred Communication Method:

**SUPERVISORY INFORMATION**

Immediate Supervisor's Name:

Title:

Work Phone: Work Address:

**COMPLAINANT INFORMATION**

1. Your complaint of Sexual Harassment is made against:

Name: Title:

Work Address: Work Phone:

Relationship to you:    Supervisor    Subordinate    Co-Worker    Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

<b>POLICY</b>	<b>9250</b>
	<b>Adopted: April 6, 2010</b> <b>Revised: October 2, 2018</b> <b>Personnel &amp; Negotiations</b>

**SEXUAL HARASSMENT COMPLAINT FORM**  
**(continued)**

3. Date(s) sexual harassment occurred:

Is the sexual harassment continuing?  Yes  No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

\_\_\_\_\_  
Signature of Individual Appealing Decision

\_\_\_\_\_  
Date Signed