

## **Anti Bullying/Harassment Policy**

Harassment and bullying of employees and students will not be tolerated in Central Rivers AEA. The agency includes agency facilities, agency instructional program premises, and nonschool property if the employee or student is at any agency sponsored activity or function.

The board prohibits harassment, bullying, hazing or other victimization of students or employees; this includes, but is not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestral, political beliefs, socio-economic status, or familial status. Harassment or bullying by board members, administrators, employees, parents, students, vendors, and others doing business with the agency 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 discipline, 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 Administrator or board.

Sexual harassment may include verbal harassment or abuse, unwelcomed pressure for sexual activity, repeated unwelcomed remarks with sexual or demeaning implications, unwelcomed touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education,

- submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person, or

- such conduct has the clear purpose or effect of interfering with a person's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

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

Managers and supervisors will be made aware of the agency's workplace discrimination policy. All new managers and supervisors will be trained and others will receive refresher training once every two years.

The Chief Administrator shall appoint two compliance officers of opposite genders from which the complainant may choose. The Chief Administrator shall serve as the alternate compliance officer.

Upon receiving a complaint, the compliance officer shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the compliance officer to promptly and reasonably investigate claims of harassment and to pass the findings on

to the Chief Administrator who shall complete such further investigation as deemed necessary and take such final action as deemed appropriate. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted, or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy.

It shall be the responsibility of the board members, administrators, certified and classified employees, students, and others having business or other contact with the agency to act appropriately under this policy. It shall be the responsibility of the Chief Administrator and compliance officers to inform and educate employees or students and others involved with the agency about harassment and the agency's policy prohibiting harassment.

It shall be the responsibility of the Chief Administrator, in conjunction with the compliance officers, to develop administrative procedures regarding this policy.

Legal Reference:

*Meritor Savings Bank v. Vinson*, 477 U.S. 57 (1986).

*Hall v. Gus Const. Co.*, 842 F.2d 1010 (8<sup>th</sup> Cir. 1988).

*Lynch v. City of Des Moines*, 454 N.W.2d 827 (Iowa 1990).

42 U.S.C. Sections 200e et seq. (1988).

29 C.F.R. Pt. 1604.11. (1990).

Iowa Code Section 601A (1991).

Cross Reference:

Equal Educational Opportunity

Equal Employment Opportunity

Employee Complaints

Employee Conduct and Appearance

Student Discipline

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