



## SEXUAL HARASSMENT GUIDELINES

### Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- 1) Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- 2) The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

### *Examples of Sexual Harassment*

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

### Prohibited Relationship

The District shall prohibit a romantic relationship between a supervisor and a subordinate employee who reports to the supervisor. Marital relationships shall be an exception.

### Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

### *Examples of Retaliation*

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

### Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

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# *Columbia-Brazoria* INDEPENDENT SCHOOL DISTRICT

P.O. Box 158, West Columbia, TX 77486

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## Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to one of the District officials below:

Dr. Darryl L. Morris  
Director of Human Resources  
[Darryl.morris@cbisd.com](mailto:Darryl.morris@cbisd.com)  
979.345.5147 ext 1111

Steven Galloway  
Assistant Superintendent  
[steven.galloway@cbisd.com](mailto:steven.galloway@cbisd.com)  
979.345.5147 ext 1107

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