

	<p>PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING</p>	<p>Policy No. 5207 November 1, 2017 Page 1 of 2</p>
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**I. HARASSMENT, INTIMIDATION AND BULLYING DEFINED**

The District is committed to a safe, civil, and equitable work environment for all employees and volunteers. The District desires a work environment that is free from harassment, intimidation, and bullying (“HIB”).

HIB in the workplace refers to repeated and/or unreasonable actions of an individual (or group) directed towards an employee or volunteer (or a group of employees or volunteers) that is intended to intimidate, bully, degrade, or humiliate. This includes written messages or images (including those that are electronically transmitted), verbal comments, or physical acts. To be considered as HIB, the messages, images, comments, or acts must:

- Physically harm an employee or volunteer or damage the employee’s or volunteer’s property; or
- Have the effect of substantially interfering with an employee’s or volunteer’s work environment; or
- Be so severe, persistent, or pervasive that it creates an intimidating or threatening work environment; or
- Have the effect of substantially disrupting the orderly operation of the work place.

Nothing in this section requires that the comments or actions be based on a protected characteristic under the District’s Nondiscrimination & Affirmative Action Policy.

HIB messages, images, comments, or acts motivated by race; creed; color; religion; ancestry; national origin; age; economic status; gender; sexual orientation including gender expression or identity; pregnancy status; marital status; physical appearance; the presence of any sensory, mental, or physical disability; honorably discharged veteran or military status; the use of a trained dog guide or service animal by a person with a disability; or other distinguishing characteristics are investigated under the District’s Non-discrimination policy (Policy No. 5010).

## II. EXAMPLES – BEHAVIORS/EXPRESSIONS

HIB can take many forms including, but not limited to, slurs; rumors; jokes; innuendoes; demeaning comments; drawings; cartoons; pranks; gestures; physical attacks; threats; or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the work environment. Many behaviors that do not rise to the level of HIB may still be prohibited by other District policies or workplace rules.

## III. COMPLIANCE OFFICER

The Superintendent shall appoint a compliance officer as the primary District contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the District.

The Superintendent is authorized to develop procedures for this policy, as necessary.

Adopted: November 2017

Revised:

Cross Reference: Policy Nos. D51.00; 3200; 3208; 3210; 3240; 3241

Related Superintendent Procedure: 3207SP.A; 3208SP

Previous Policies: 3207

Legal References: RCW 28A.300.285 Harassment, intimidation and bullying prevention policies and procedures – Model policy and procedure – Training materials – Posting on web site – Rules – Advisory committee

Management Resources: *Policy News*, December 2010; April 2008; April 2002