

## Notification Regarding Sexual Harassment

It is the policy of SAD #59 to provide a work environment free of illegal sexual harassment. SAD #59 will not tolerate any type of sexual harassment of its employees. We will strive to maintain an atmosphere that allows employees to perform their jobs free from conduct which can be considered sexual harassment, either physical or verbal, and which may interfere with a productive workplace.

Sexual harassment is illegal and is defined in the regulations of the Equal Employment Opportunity Commission and the Maine Human Rights Commission as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following are examples of conduct that may constitute sexual harassment:

- a) unwelcome sexual advances
- b) suggestive or lewd remarks
- c) unwanted hugging, touching, or kissing
- d) requests for sexual favors
- e) the display of sexually suggestive objects or pictures

Filing a complaint of sexual harassment will not result in retaliation against the complainant as this is both against the policy of SAD #59 and against the law. Any employee who feels he/she is a victim of sexual harassment should immediately report their complaint to:

Brandy Hill of Madison Junior High School at 696-3381.

Employees should also be aware that the Maine Human Rights Commission is the State agency responsible for enforcing the laws which prevent sexual harassment, and employees may also file complaints with the Commission. The Maine Human Rights Commission can be contacted at State House Station 51, Augusta, Maine 04333 or by telephone at (207)624-6050.

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