

Policy No. ACAB  
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Maine Academy of Natural Sciences

## HARASSMENT AND SEXUAL HARASSMENT OF SCHOOL EMPLOYEES

Harassment of school employees because of race, color, sex, sexual orientation, marital status, religion, ancestry or national origin, age, status as a veteran or disability is prohibited. Such conduct is a violation of School Board policy and may constitute illegal discrimination under state and federal laws.

### Harassment

Harassment includes but is not limited to verbal abuse, threats, physical assault against a person or their property based on race, color, sex, sexual orientation, marital status, religion, ancestry or national origin, age, status as a veteran or disability.

### Sexual Harassment

Unwelcome sexual advances, suggestive or lewd remarks, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an employee's work environment or employee benefits;
- Submission to or rejection of such conduct by an employee is used as the basis for decisions on employment benefits; and/or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Any employee who engages in harassment or sexual harassment will be subject to disciplinary action, up to and including discharge. All complaints of harassment will be investigated in accordance with the School Employee Discrimination and Harassment Complaint Procedure.

### Notice and Training

Annually, each employee shall receive a copy of this policy and the School Employee Discrimination and Harassment Complaint Procedure. This may be accomplished by including the policy/procedure with employee paychecks or by using other appropriate means to ensure that each employee receives a copy. All newly hired employees shall be provided training about sexual harassment in accordance with Maine law.

The Head of School or their designee is responsible for ensuring that the school complies with all legal requirements for posting, notification and training of employees regarding harassment and sexual harassment.

Cross Reference: AC – Affirmative Action

Originally adopted by the Maine Academy of Natural Sciences Board of Directors: September 13, 2012