	Personnel SEXUAL HARASSMENT	Administrative Regulation #	GBAA
		Implemented	8/27/2008
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Administrative Regulation

1. Purpose

Carroll County Public Schools recognizes that harassment on the basis of sex is a violation of both federal and state employment discrimination laws and Board of Education policies. Further, Carroll County Public Schools believes that sexual harassment is both morally wrong and offensive and will not tolerate such conduct on the part of any employee, supervisor, manager, administrator, or visitor.

2. Scope

It is CCPS' intent to provide to all employees a work environment free from sexual harassment. Any employee with a complaint of sexual harassment should follow the complaint procedure. All complaints of sexual harassment will be investigated and promptly resolved.

3. Prerequisites

N/A

4. Responsibilities


The department of Human Resources will oversee the implementation of this administrative regulation and monitor compliance.

5. Procedure

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors must bring the problem to the attention of responsible Board of Education employees. Employees may bring their complaint to their supervisor or to the Director of Human Resources. All complaints will be promptly handled and investigated by the Director of Human Resources. Should the complaint involve supervisory personnel in the Department of Human Resources, the complaint will be investigated by the Assistant Superintendent of Administration.

Retaliation Prohibited

These procedures prohibit retaliation against any person who reports sexual harassment or takes any part in any investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisal or adverse actions that are related to employment. A report of retaliation is

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treated the same as a report of sexual harassment and is subject to the same procedures.

Confidentiality

Confidentiality will be maintained to the extent possible.

Disciplinary Action

Any employee who is found to be responsible for sexual harassment will be subject to appropriate disciplinary measures.

6. References

Title VII of the US Civil Rights Act; State Government Article, *Annotated Code of Maryland*; Other applicable federal and state anti-discrimination laws; Board Policy GBA.

7. Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Forms of sexual harassment include the following:

- (a) verbal harassment, such as derogatory comments, jokes, or slurs;
- (b) physical harassment, such as unnecessary or offensive touching, or impeding or blocking movement; and
- (c) visual harassment, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures or other visual communication.

Title VII of the Civil Rights Act of 1964 does not explicitly include sexual orientation or gender identity in its list of protected classes, the U.S. Equal Employment Opportunity Commission interprets the statute's sex discrimination provision as prohibiting discrimination against employees on the basis of sexual orientation and gender identity.