

THE SAN FRANCISCO SCHOOL HARASSMENT POLICY

Employer Obligations (Policy): The San Francisco School is committed to creating and maintaining a community in which all persons who participate in school activities can work together in an atmosphere free of all forms of harassment, intimidation or exploitation, including sexual. It is the School's responsibility to prevent sexual harassment, if possible, correct it when it occurs, and to take appropriate disciplinary action, as necessary, against behavior that is a violation of the policy.

Definition of Sexual Harassment: The San Francisco School, in accordance with applicable law, defines sexual harassment as any unwanted sexual advances, touching, words, gestures or threats of a sexual nature that interfere with another's ability to function in the community, or that create a hostile or demeaning environment in which to live, learn and work. This definition may have some unclear boundaries, but certain behaviors clearly fall within it. Central to the definition are two elements: The behavior is unwelcome and is sexual in nature as perceived by the recipient. Examples include, but are not limited to:

- VERBAL: Sexual advances or propositions
 Pressure for sexual activities (offering benefits in exchange)
 Sexual jokes and innuendoes
 Graphic comments about a person's physique, gender or sexual orientation

- VISUAL: Displaying sexually suggestive objects, pictures, cartoons, etc. in areas of
 common viewing
 Obscene gestures

- PHYSICAL: Unnecessary, not consented touching, patting or hugging
 Impeding or blocking movements

Hostile environment is usually defined as a pattern of behavior or a single egregious incident that creates an offensive working or learning environment. In determining whether the alleged conduct constitutes sexual harassment, the school will give consideration to the totality of facts and circumstances, including the context in which the alleged incidents occurred.

Reporting Procedure California law requires that employers faced with a claim of harassment conduct a thorough investigation. If an investigation reveals that harassment did occur, employers are required to take "prompt and effective" remedial action.

The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. However, a charge of harassment will not, in and of itself, create the presumption of wrongdoing.

In the event of a harassment allegations, the School's established grievance of procedure will be followed. Every effort shall be made to protect the privacy of all individuals throughout all phases of the complaint process.

The attached Department of Fair Employment and Housing brochure (DFEH-185) is an integral part of The San Francisco School policy on harassment, intended to meet the requirement of government code section GCS 12950(b).

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