

PROHIBITION OF SEXUAL HARASSMENT  
Personnel  
Administrative Procedures

Each Administrator shall:

1. Issue and post the Board Policy Statement, regarding prohibition of sexual harassment.
2. Advise employees of their right to file complaints and the procedure for same.

Complaints:

Complaints of sexual harassment will be reviewed, according to the Affirmative Action Procedures and Board Policy, New Jersey and Federal Statutes.

1. Complaint will be forwarded to the Building Affirmative Action Officer by the person raising the complaint. The Building Affirmative Action Officer will review the complaint and determine necessary action to be taken. The person raising the complaint may appeal the action taken to the district Affirmative Action Officer.
2. The district Affirmative Action Officer will review the complaint and determine necessary action to be taken. The person raising the complaint may appeal the action taken to the Superintendent.
3. The Superintendent will review the complaint and determine necessary action to be taken. The person raising the complaint may appeal the action taken to the Board of Education.

Adopted: October 7, 2002