

Harassment and Discrimination in the Workplace

Washington State and Federal laws define Harassment as *“one type of illegal discrimination and is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person’s employment, which occurs because of the person’s protected class...”*

CONT.

Protected classes in employment include sex, race, creed, religion, color, national origin, age (40 or older), marital status, veteran or military status, sexual orientation , gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability.”

Below is the link to NKSD website and our district’s full Affirmative Action Statement:

<http://www.nkschools.org/cms/One.aspx?portalId=419589&pageId=598841>

Discrimination and harassment is unlawful. Federal, state, local laws and district policies require employers to engage in fair employment practices. When employees feel they are experiencing discrimination or harassment in the workplace, they often are unsure about what their rights are.

Harassment and Discrimination are not tolerated in the NKSD.

Board Policy 5010 (Staff) Nondiscrimination and Affirmative Action:

Ensure equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.

Board Policy 5011 (Students and Staff) Sexual Harassment:

Establishes a learning and workplace environment in which the dignity and worth of all individuals are respected.

This information is being shared to help you understand your rights as an employee and what to do if you feel you are being harassed or discriminated against in the workplace. This information is also to remind staff that these types of behaviors are not tolerated. Failure to comply with district policies can lead to disciplinary action up to and including termination.

Anyone can file a complaint for harassment and/or discrimination in their workplace.

Complaints are submitted to a building or department administrator or to the Human Resources office. They can be verbal or in writing.

**Below is the link to the NKSD website for Harassment/
Discrimination incident report form:**

http://www.nkschools.org/UserFiles/Servers/Server_419503/File/Employment/Human%20Resources/Non-Discrimination/Discrimination%20Harassment%20Report%20Form%2011.15.pdf

Investigation

Upon receipt of the complaint, our District will investigate the allegations and follow procedures outlined in Board Policy.