



Schertz-Cibolo-Universal City ISD
Human Resources

Sexual Harassment

Sexual Harassment

Sexual Harassment is a form of sex discrimination defined as unwelcomed sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submissions to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile or offensive work environment.

Who can be harassed?

- Sexual harassment may occur between e.g., employee-employee, supervisor-employee, employee-student, or student-student.
- Men or women may harass one another; same sex harassment may also occur.

Why do we need to be concerned about sexual harassment?

- Violates an individual's legal right.
- Produces a negative impact on all students and employees within the institution.

Hostile Environment

Verbal or physical conduct based on a person's sex, race, color, religion, or national origin constitutes unlawful harassment when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Has the purpose or effect of unreasonable interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

DIA (LEGAL)

Quid Pro Quo “this for that”

This type of harassment occurs when decisions regarding employment/schooling are promised;

- Submission to the conduct is made a term or condition, either explicitly or implicitly, of obtaining education or employment.
- Submission to or rejection of the conduct is used as a factor in decisions affecting that person’s education or employment.

Verbal forms of Sexual Harassment may include....

- Sexually degrading words or gestures, e.g., wolf whistles or words such as “honey”, “sweetie” or “babe”
- Sexual or gender based jokes or teasing
- Rumors about a person’s sex life
- Comments about a person’s body
- Derogatory comments based on gender

This may also include visual forms of sexual harassment such as. . .

- Obscene posters, cartoon, and pin-ups
- Computer graphics and obscene messages on computer bulletin boards.
- Offensive models, statues, and figurines
- Inappropriate clothing
- Unwanted email or letters

Physical forms of sexual harassment may include. . .

- Inappropriately touching another person
- Grabbing and/or fondling
- Rubbing up against a person
- Messaging or stroking another person
- Stalking
- Invading a person's body space, standing closer than appropriate or necessary.

Sexual harassment can also result from. . .

- Staring
- Physical gestures that have a sexual connotation.
- Suggestive looks and facial expressions that have sexual implications.
- Blocking the pathway of another to make a sexual advance.

A word of caution. . .

- Sexual harassment behavior can be a “career killer”.
- Even unsubstantiated allegations can be very damaging.
- Don’t take unnecessary risks!
- A rule of thumb when considering how an action will be perceived:

WHEN IN DOUBT, DON'T!

If you witness any type of harassment do the following:

- Take prompt action and stop the harassment.
- Report all incidents to the appropriate school administrator.
- Provide the names of all parties involved and any witnesses.
- Help document exactly what was said or done.

Remember that liability begins when nothing is done!

What you should do if harassment is reported to you.

- Be professional and business-like.
- Listen, sympathize, but don't judge.
- Respond to concern.
- Report the incident to your supervisor or the District Title IX Coordinator.
- Document actions for your reference.
- Follow-up on the complaint.

Sexual Harassment takes many forms

Verbal

- threats or insults
- offensive comments
- offensive jokes
- pressure for dates
- propositions
- suggestions of a sexual nature

Non-Verbal

- gestures/looks
- staring/leering
- posters/photos
- drawings of sexual nature
- e-mails
- cartoons

Physical

- cornering
- pinching
- grabbing
- touching
- assault
- hugging
- kissing

Maintaining Harassment-Free Campuses/Departments is Critical for Encouraging:

- An open learning environment;
- Productive and happy employees;
- Good relationships between students and employees of both genders.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to:

District Title IX Coordinator

Executive Director of Human Resources Services

1060 Elbel Road, Schertz, TX, 78154