

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION: PERSONNEL

CODE: B5R

TITLE: PROCEDURES FOR THE PREVENTION OF EMPLOYEE HARASSMENT

PROCEDURES FOR THE PREVENTION OF HARASSMENT OF EMPLOYEES

1. **Duty to Investigate.** In the event the District receives a complaint of unlawful harassment of an employee, or otherwise has reason to believe that unlawful harassment is occurring, it will take all necessary steps to ensure that the matter is promptly investigated and addressed. The Addison Northwest School District is committed to take action if information regarding potential unlawful harassment is learned, even if the aggrieved employee does not wish to file a formal complaint.
2. **Designated Persons.** Every employee is encouraged to report any complaint of or suspected acts of unlawful harassment. Unlawful harassment should be reported to the non-discrimination coordinators or to the principal at the following address and telephone number:

Non-Discrimination Coordinator: Susan Anderson-Brown, Human Resources
Address: 11 Main Street, Suite B100, Vergennes, VT 05491
Telephone number: 802-877-3332

Principal: Travis Park, Addison Central School
Address: 121 VT Route 17 W, Addison, VT 05491
Telephone number: 802-759-2131

Principal: Beth Brodie, Ferrisburgh Central School
Address: Little Chicago Road, Ferrisburgh, VT 05456-9560
Telephone number: 802-877-3463

Principal: Matt DeBlois, Vergennes Union Elementary School
Address: 43 East Street, Vergennes, Vermont 05491
Telephone number: 802-877-3761

Principal: Stephanie Taylor, Vergennes Union High School
Address: 50 Monkton Rd., Vergennes, VT 05491
Telephone number: 802-877-2938

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3. **Investigation.** Allegations of unlawful harassment will be promptly investigated by a non-discrimination coordinator or his/her designee. At the outset of the investigation, the complainant shall be provided with a copy of this policy. If the allegations are found to have been substantiated by the investigator, the District will take appropriate disciplinary and/or corrective action. The non-discrimination coordinator or his/her designee will inform the complainant(s) and the accused(s) whether the allegations were substantiated. The accused(s), the complainant(s) and any witness(es) shall be warned against any retaliation. If, after investigation, the allegation is found not to have been substantiated, the complainant(s) shall be informed of the right to contact any of the state or federal agencies identified in this policy.
4. **Filing a Complaint.** Employees are encouraged to report the alleged unlawful harassment as soon as possible to the non-discrimination coordinators or the principal.
5. **Alternative Complaint Processes.** Employees may file complaints with both the District and with state and federal agencies. If employees are dissatisfied with the results of an investigation, they may file a complaint with state and federal agencies. The agencies are:
 - a. Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, Tel: (802) 828-3171. Complaints should be filed within 300 days of any unlawful harassment.
 - b. Equal Employment Opportunity Commission, 1 Congress Street, Boston, MA 02114, Tel: (617)565-3200 (voice), (617)565-3204 (TDD). Complaints should be filed within 300 days of any unlawful harassment.
6. **Confidentiality.** Witnesses, complainant and the accused shall keep confidential matters related to the charge of unlawful harassment.