

# Behavior in The Work Environment

# Purpose

- Educate employees:

In the recognition and prevention of illegal workplace harassment, bullying and intimidation.

# Definition of Workplace Harassment, Bullying, Intimidation

- Unwelcome verbal, written or physical conduct that:
  - a. Shows hostility or aversion towards a person on the basis of:

race	national origin
color	religion
age	sexual orientation
veteran status	political affiliation
disability	
  - b. Unprovoked aggressive behaviors of a physical or psychological nature, carried out against an individual or a group of individuals that results in harm or injury to the individual or group.

To be considered harassment, the behavior must be unwelcomed by the recipient and have the effect of creating a hostile environment.

- The acts:
  - Have the purpose of creating an intimidating, hostile or offensive work environment.
  - Have the purpose of interfering with an employee's work performance

# Examples

- a. Leering
- b. Making offensive remarks
- c. Touching
- d. Telling sexual jokes
- e. Sexually suggestive images
- f. Racially derogatory words
- g. Pictures-offending racial/ethnic group

- h. Comments
- i. Gender
- j. Religious beliefs
- k. Birthplace
- l. Age
- m. Mental/Physical

# What to Do?

- Encounter Harassment, Bullying, Intimidation:
  - Inform the person that the actions are unwelcome and offensive
  - Contact the person in writing or verbally
  - Document incidents of harassment

# Your Responsibility

- Refrain from engaging in HIB
- Do not tolerate harassment
- Refrain from participation or encouragement of action that could be perceived as HIB

# Think

- Would you do the things you do if you were me and I were you?

# Responsibility of Alexandria Township School District

# Affirmative Action Policy

- Excerpts from policy 5145.4 “Equal Education Opportunity”
- No one- including pupils, staff members, vendors, volunteers, or visitors – shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

# Claiming Harassment

- May be claimed by a third party
- File a formal grievance with the Affirmative Action Officer
- Investigation will be conducted
- AAO has 5 days to investigate and respond
- Grievant can appeal with 10 working days to the CSA
- Response – 5 days
- Grievant can appeal within 10 working days to the ATBOE
- The ATBOE responds within 30 days
- Grievant can file the complaint with the Office of Equal Educational opportunity, NJ State Dept. of Education
- File Code: 4118.11