

## Disciplinary action

A substantiated charge will lead to disciplinary action, which may include, but is not limited to, a warning/reprimand, suspension or dismissal.

MESA PUBLIC SCHOOLS

AN EQUAL OPPORTUNITY  
EMPLOYER

HUMAN RESOURCES  
DEPARTMENT

## Tips for supervisors

- ◆ Develop a working knowledge of the district's policy on workplace harassment (GBCX) and its regulation.
- ◆ Maintain a work environment free from any form of workplace harassment.
- ◆ Serve as a role model through fair and equal treatment.
- ◆ When an incident comes to your attention, take it seriously.
- ◆ Handle the complaint with objectivity, sensitivity, fairness and confidentiality.
- ◆ Forward the information to the office of the MPS assistant superintendent for Human Resources, within three working days of receipt, for investigation.

## Complete information

This brochure is an overview of what workplace harassment is and what to do about it.

For details, please see GBCX and GBCX-R in the Governing Board Policies and Regulations.

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*There's no better place to learn*

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# WORKPLACE HARASSMENT IS ILLEGAL

## School Board Policy GBCX - Workplace Harassment

Workplace harassment means any unwelcomed verbal, written or physical conduct that either denigrates or shows hostility or aversion towards an employee, applicant for employment, volunteer, vendor or contractor on the basis of race, color, national origin, age, sex, sexual orientation, religion, disability, marital status or pregnancy and that:

- (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or
- (3) affects an employee's employment opportunities or compensation

Workplace harassment includes Sexual Harassment.



## Dear Employees,

I'm asking all MPS employees to join me in keeping the district's work environment free from workplace harassment. Complying with Governing Board policy GBCX is the responsibility of all employees, supervisors and administrators. MPS is a great place to work. Let's keep it that way by preventing workplace harassment and by promoting respectful conduct and communication.

Sincerely,

Debra Duvall  
Superintendent of Schools

## Prohibited behavior

Examples of prohibited behavior include:

- ◆ threatening that rejection of sexual overtures will affect appointments, promotions, transfers, evaluations or probation reports;
- ◆ belittling caricatures or objects depicting persons of a particular race, ethnicity or other protected category.
- ◆ racial or ethnic jokes or stories.
- ◆ teasing, mimicking or repeatedly commenting on an individual's disability, ethnicity, accent, or other protected category.
- ◆ offensive comments, jokes or suggestions about an employee's gender;
- ◆ obscene or lewd comments, slurs, jokes, epithets, suggestions or gestures;
- ◆ sexual assault, touching, blocking movement;
- ◆ names or labels such as "honey," "sweetie," "boy" or "girl" that others find offensive
- ◆ commenting on an employee's body or sexual characteristics;
- ◆ displaying nude or sexually suggestive objects, pictures or cartoons;
- ◆ continuing prohibited behavior after a co-worker has objected;
- ◆ blaming the victim for the problem; and
- ◆ laughing at, ignoring or retaliating against an employee who complains.

## Be aware! If you exhibit or engage in any of these types of actions or behaviors-

It doesn't matter that:

- You intended it to be funny
- Others thought it was funny
- The recipient seemed to go along with it at the time of the action or comment
- Remarks or actions may not be intended to hurt anyone. If they have that effect, they are harassment.

It does matter if:

- The person who sees actions, overhears jokes, or other specified behaviors, feels that it was personally offensive.

You must always consider the perspective of the recipient.

## Reporting Workplace Harassment

- At first sign of trouble, make it known that the behavior is unwelcome and that you want it to stop. Be polite but firm and clear. Reinforce your efforts to stop the conduct by writing a statement to document the conversation.
- Report the incident to the person's immediate supervisor or the next highest administrator.
- If, for any reason, confronting the individual is not an acceptable option or your attempt to resolve the situation has failed, you should report the harassment directly to the employee's immediate supervisor.
- You may always report any concerns about harassing behavior in the workplace to any Human Resources administrator.