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## **What is Harassment, Intimidation and Bullying?**

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Harassment, intimidation and bullying means any written, verbal or physical act that:

- Has the effect of creating an intimidating, hostile or offensive working or educational environment; or
- Physically harms a person or damages their property; or
- Unreasonably interferes with a person's work or education; or
- Substantially disrupts the orderly operation of the school; or
- Violates the civility standard of the district; or unreasonably affect an individual's employment or educational opportunities.

The written, verbal or physical act may be based on actual or perceived characteristic including:

- Race, color, religion, ancestry, national origin, gender, sexual orientation, physical or mental disability, clothing or other apparel, gender identity, marital status or other individual characteristics, including but not limited to, socioeconomic status and physical appearance.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoon, pranks, gestures, physical attacks, threats or other written, oral or physical actions.

## **What You Can Do About It**

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Whether you have a complaint or someone you know is a victim, find out who can help.

- As a victim, act promptly to stop the harassment, intimidation and bullying.
- As an employee, be willing to assist and discuss situations and issues related to harassment, intimidation and bullying.
- As a supervisor, become aware of behavior which could be defined as harassment, intimidation and bullying.

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## **How?**

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- Informal complaint procedures
- Formal complaint procedures
- Legal proceedings

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## **Or Contact:**

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Steve Cole  
Assistant Superintendent, Human Resources  
(509) 663-8161

For counsel and assistance in your attempt to resolve the matter and/or information regarding the above procedures.

## **What Happens If I Complain?**

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Normally, the district will conduct an informal investigation of the complaint. Every effort is made to keep the matter confidential and to resolve it between the parties. If that does not resolve your complaints, further steps may be taken.

In your complaint be sure to describe exactly Who, What, When, Where and How the incident occurred.

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## **What About Retaliation?**

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Report it immediately! Retaliation is against the law! Even if the incident(s) to which you are subjected to were not found to be sexual harassment, it is against the law for anyone to retaliate against you because you reported in good faith a situation you thought was sexual harassment.

Educational institutions are responsible to ensure that acts of sexual harassment against students and employees do not occur. Under Title IX of the Educational Amendments of 1972 and under Title VII of the Civil Rights Act of 1964, sexual harassment is illegal and a form of sexual discrimination.

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## **Complaint Procedures**

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## ***Informal***

The informal procedure involves personally confronting your harasser, with an explanation of the offensive behavior, and a request that the harasser stop the behavior. This can be achieved by:

- Speaking personally to the alleged perpetrator
- Writing to the alleged perpetrator
- Confronting the alleged perpetrator in front of a witness
- A general public statement from an administrator in a building, reviewing the district's harassment, intimidation and bullying policy without identifying the complainant.

If you are uncomfortable with the idea of personally confronting the harasser, consult your direct supervisor or the Human Resource Department for advice.

## ***Formal***

If the harassment continues, keep track of all dates, times, places and statements. Who, What, When, Where, and How the incident(s) occurred is important.

If the matter is not resolved informally, the formal complaint procedure may be followed. The complaint procedure does not prohibit the processing of grievances by an employee bargaining representative and/or a member of a bargaining unit. This does not, however, prohibit the employee from exercising any of his or her rights that may exist in other appropriate legal forums.

*Please contact the HR Department for a copy of the appropriate district policy and complaint procedure*



Wenatchee School District  
235 Sunset Ave.  
Wenatchee, WA 98801

Bullying – HR – 8 – 07

# **Harassment, Intimidation and Bullying**



**What they are . . .**

**How to stop them**