

## Policy

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### WORKPLACE HARASSMENT

The board of education promotes civility, respect and orderly conduct among all district employees. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for staff and students.

The district does not condone harassment or bullying in the workplace. Workplace harassment and bullying is antithetical to maintaining a congenial and healthy workplace. Workplace harassment and bullying may be defined as the deliberate, hurtful, repeated mistreatment of an employee, driven by a desire to abuse or control that individual.

Common behaviors include:

- A. Injuring, threatening, **insulting**, harassing or intimidating a staff member, board member or any other person;
- B. Defamation of character and/or reputation;
- C. Yelling, shouting, and screaming; hostile glares and other intimidating gestures toward fellow employees;
- D. ~~Behind the back put-downs, insulting, and unfair criticism;~~
- E. Damaging or threatening to damage another's property;
- F. The deliberate sabotage and undermining of another's work performance;
- G. Impeding, delaying, or otherwise interfering with the orderly conduct of the district employee program or any other activity occurring on school property;
- H. Operating a motor vehicle in a risky manner to scare or intimidate;
- I. ~~Exclusion or social isolation; and~~
- J. Other inappropriate behavior includes actions that intimidate, offend, degrade or humiliate a co-worker. ~~including occurrences in front of another co-workers, students, parents, contractors or visitors.~~

Employees who believe they have been subjected to workplace harassment or bullying should report to the ~~building principal~~ **Affirmative Action Officer or Assistant Superintendent** in writing. The report should include details of the date, time, place and the specific conduct which occurred. The ~~building principal~~ **Assistant Superintendent** will seek to maintain confidentiality while investigating the incident(s) but may discuss the situation with the superintendent **or the Assistant Superintendent**. The ~~building principal~~ **Assistant Superintendent** will implement appropriate remedial measures. Disciplinary action may be taken if the severity of the workplace harassment or bullying makes that intervention appropriate. While investigating and responding to the prohibited misconduct, the building principal will give priority to avoiding possible retaliation or reprisals, while restoring and maintaining a healthy workplace.

Employees filing a grievance regarding workplace harassment shall do so in accordance with procedures set forth in applicable negotiated agreements and with board policy 4118.3/4218.3 Grievance and Complaints.

WORKPLACE HARASSMENT (continued)

If an employee or group of employees believe they are being harassed or discriminated against because of race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, nationality, atypical hereditary cellular or blood trait of any individual, or genetic information complaints should be filed in accordance with policy 2224 Nondiscrimination/Affirmative Action.

Adopted: March, 2014

NJSBA Review/Update:

Readopted:

Key Words

Workplace Harassment and Bullying

**Legal References:** N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.,  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)

Hicks v. Pemberton Bd. of Ed., 1975 S.L.D. 332

Quiroli v. Linwood Bd. of Ed., 1974 S.L.D. 1035

Carlstadt Teachers Ass'n v. Carlstadt Bd. of Ed., App. Div., unreported decision (docket no. A-1469-80-T4, decided March 26, 1982), 1982 S.L.D. 1448

**Possible**

**Cross References:** 2224 Nondiscrimination/Affirmative Action  
4117.50 Standards for staff discipline  
4119.2 Responsibilities  
\*4119.21 Conflict of interest  
\*4119.23 Employee substance abuse  
4119.24 Staff/student relations  
\*4138 Nonschool employment  
\*4138.2 Private tutoring  
\*6144 Controversial issues

\*Indicates policy is included in the Critical Policy Reference Manual.