

~ Affirmative Action ~



Washington Township Schools

Long Valley, New Jersey

Jeffrey S. Mohre, Superintendent of Schools



The Washington Township Board of Education:

- is committed to maintaining an environment free from harassment and discrimination
- has policies and regulations in place to ensure fair hiring practices and a working environment free from harassment and/or discrimination
- has established procedures that insure immediate and appropriate action when an employee has a complaint

Discrimination

Discrimination is any action that denies job-related opportunities including recruitment, interviewing, hiring, promotions, compensation or terms and conditions of employment based on a variety of protected categories such as, but not limited to, race, creed, color, national origin, nationality, ancestry, age, sex, marital status.

Harassment

- Unwelcome verbal or physical conduct based on (but not limited to) race, religion, sex, national origin, age, (40 or over), disability, or sexual orientation
- Severe or pervasive enough to create a hostile work environment
- May be male to female, male to male, female to female, female to male
- Anti-discrimination/harassment statutes are not a general civility code

- Harassment laws do not prohibit simple teasing, off-handed comments or isolated incidents.
- Conduct must be so objectively offensive as to alter the conditions of employment
- Conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment

Sexual Harassment

- Illegal under Title VII and Title IX at the Federal level
- Illegal under Title 6a in State Statutes
- New Jersey Law Against Discrimination (LAD) prohibits harassment based on race, sex or nationality
- Under LAD, sexual harassment includes unwelcome sexual advances, requests for sexual relations or other verbal or physical conduct of a sexual nature

Types of Sexual Harassment

Quid Pro Quo	Hostile Work Environment
<p data-bbox="137 508 838 808">Occurs when an employer or employer's agent implicitly or explicitly attempts to make submission to sexual demands a condition of employment</p>	<p data-bbox="967 508 1812 679">Occurs when an employee is subjected to sexual, abusive or offensive conduct because of his or her gender</p>

Quid Pro Quo

- Employee may perceive that he or she must tolerate sexual advances or engage in a sexual relationship in order to secure, maintain or advance in employment
- Employee may perceive that he or she must tolerate sexual advances or engage in a sexual relationship in order to avoid poor evaluations, transfers or termination

Hostile Work Environment

- Unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with work performance
- Anyone in the workplace may commit this type of harassment including a co-worker, vendor or administrator
- Anyone can be affected by the conduct, not just the intended target of the offensive conduct

Recognizing Forms of Harassment

- Something that's said or done that offends someone, even if it's not intended to do so.
- Unwelcome conversation of a sexual or discriminatory nature.
- Crude, offensive or indecent language or gestures.
- The telling of off-color/inappropriate jokes.
- Unnecessary or inappropriate touching.
- Commenting on people's bodies.
- Showing inappropriate pictures or writing.

- Sexual harassment is a behavior and adults are responsible for their own behavior and its consequences.
- Prevention is the best tool to eliminate harassment in the workplace.
- Washington Township Board of Education has established Board policies prohibiting harassment/discrimination and an established complaint or grievance process
- Immediate and appropriate action will be taken when an employee has a complaint.

If you experience harassment or discrimination, you should:

1. tell the harasser that their actions are unwanted and ask them to stop immediately.
2. record in writing what occurred, when and who witnessed the incident. If this involves multiple incidences, keep a log.
3. report the incident to your direct supervisor or the Affirmative Action Officer, Mrs. Maryann Millar.

Affirmative Action Officer

Maryann Millar

Special Services

51 West Mill Road

Long Valley, NJ 07853

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The following sources were used in the preparation of this presentation:

- NJ Dept. of Law and Public Safety, Office of the Attorney General, Office of Civil Rights, “Civil Rights Fact Sheet”
- NJ Dept. of Law and Public Safety, Office of the Attorney General, Office of Civil Rights, “Employment Discrimination”
- Washington Township Board Policies (2260, 3351, 3362, 5750, 5751, and 8465).
- Federal Communications Commission “Understanding Workplace Harassment”
- US Equal Employment Opportunity Commission “Fact Sheet”

To access Board of Education Policies visit: www.wtschools.org or contact the Board of Education Office at 908.876.4172 x1024.