



## ENHANCING WORKPLACE POLICY

### **Reporting**

Any employee who believes he/she has been the victim of harassment, bullying and/or discrimination at the work site or as a result of district employment is encouraged to report the alleged acts, including the specific facts of the incident(s) and the name(s) of the individual(s) to the immediate supervisor in a timely manner.

### **Human Resources Intervention**

If the immediate supervisor is directly involved or if the employee is more comfortable discussing the concern with someone in Human Resources, the employee should report such acts to the Chief Human Resources Officer or the Executive Director for Human Resources. Where members of the Board, the Superintendent or any senior staff members are involved, the employee should report such acts to the Board attorney. An immediate investigation of the claims will take place and upon evidence of harassment, bullying and/or discrimination, appropriate disciplinary action will be taken.