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**Subject: SEXUAL DISCRIMINATION AND HARRASSMENT**

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1. The Rocky Mountain Risk/BOCES Insurance Group is committed to a working environment that is free from sexual discrimination and harassment. It shall be a violation of policy for any Rocky Mountain Risk/BOCES' Board member or member of Rocky Mountain Risk/BOCES staff to discriminate against another on the basis of sex or harass another staff member through conduct or communications of a sexual nature.

2. Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.

3. Sexual harassment committed by a Rocky Mountain Risk/BOCES Board or staff member in the course of employment shall be deemed a breach of duty, and as such, shall subject the offending employee to disciplinary action. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of Rocky Mountain Risk/BOCES authorities.

4. Sexual harassment prohibited, for purposes of this policy, unwelcome sexual advances, requests for sexual favors, or other unwelcome conduct of a sexual nature constitutes sexual harassment if:

4.1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment.

4.2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

4.3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

5. The prohibition against sexual harassment applies whether the harassment is between people of the same or different gender. Sexual harassment as defined above may include but is not limited to:

5.1. Sex-oriented verbal "kidding," abuse or harassment.

5.2. Pressure for sexual activity.

5.3. Repeated remarks to a person with sexual implications.

5.4. Unwelcome touching, such as patting, pinching or constant brushing against another's body.

5.5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning employment status or similar personal concerns.

6. Sexual harassment cannot be investigated or corrected by the BOCES until the Board of Directors is made aware of such harassment. Therefore, it is the express desire of the Board to encourage victims of sexual harassment to report such claims. This may be done through the complaint process.

7. Employees who feel that their superiors are conditioning promotions, increases in wages, continuation of employment, or other terms or conditions of employment upon agreement to unwelcome conduct of a sexual nature, are encouraged to report these conditions to the appropriate Rocky Mountain Risk/BOCES administrator or to the Executive Director. If the employee's direct administrator or supervisor is the offending person, the report shall be made to the next higher level of authority.

8. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual harassment. Requests for confidentiality shall be honored so long as doing so does not preclude the Board from responding effectively to the harassment and preventing future harassment.

9. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred shall be investigated.

10. Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension, or termination, subject to applicable procedural requirements.

11. Filing of a grievance or otherwise reporting sexual discrimination or harassment shall not reflect upon the individual's status or affect future employment or work assignments. All matters involving sexual discrimination or harassment complaints shall remain confidential to the extent possible.

12. Notice of this policy shall be circulated to all Rocky Mountain Risk/BOCES personnel and incorporated in employee handbooks.

LEGAL REFS.: 20 U.S.C. §1681 et seq.(Title IX of the Education Amendments of 1972)  
42 U.S.C. §2000e et seq.(Title VII of the Civil Rights Act of 1964)  
C.R.S. [24-34-401](#) et seq. (discrimination or unfair employment practices)  
C.R.S. [24-34-301](#) et seq. (Colorado Civil Rights Division procedures)