

## **SEXUAL HARASSMENT**

Remember we have a zero tolerance policy in NISD relating to sexual harassment. Please read the following suggestions, abide by them and we will be able to maintain everyone's dignity.

### **APPROPRIATE BEHAVIOR**

- A. Act as if your mother is watching you at all times.
- B. Always model appropriate behavior.
- C. Respect the "personal space" of others.
- D. Ask permission before touching a co-worker, but still avoid inappropriate touching, even if consent is given.
- E. Understand that "No" means "No." And "Not now" means "No." And "I'm busy" means "No." And "I'm not that kind of person" means "No."
- F. Give side hugs when appropriate.
- G. Give brief shoulder-to-shoulder hugs when appropriate.
- H. Give pats on the shoulder or back when appropriate.
- I. Give compliments about work performed rather than an employee's appearance.
- J. Give handshakes.
- K. Give "high-fives" and hand slaps when appropriate.
- L. Give verbal praise, avoiding inappropriate or suggestive words.
- M. Let a co-worker know his/her conduct is unwelcome if you are not interested in a personal relationship.
- N. Hold the hands of small children while walking with them when safety requires it.
- O. Kneel or bend down for hugs from a small child.
- P. Keep office doors open and windows uncovered when alone with one person.
- Q. Keep email communications professional at all times.
- R. Do not listen to rumors.

### **IMPROPER BEHAVIOR**

- A. Do not attempt to date or become romantically involved with co-workers during work hours.
- B. Do not attempt to date or become romantically involved with co-workers if the attempt is unwelcome.
- C. Do not engage in an unwelcome sexual relationship with an employee.
- D. Do not enter into personal relationships with students.
- E. Do not engage in a sexual relationship with a student.
- F. Do not use language of a flirtatious, profane or sexual nature around co-workers or students.
- G. Do not date or become romantically involved with students.

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- H. Do not show pornographic, provocative or sexually suggestive materials to coworkers or students.
- I. Do not telephone or email students, except for professional purposes.
- J. Never degrade or humiliate another person.
- K. Do not meet alone with co-workers or students in isolated places.
- L. Do not show favoritism to co-workers or students.
- M. Avoid physical contact with co-workers and students, except for inoffensive contact.
- N. Do not wear provocative or revealing clothing or expose inappropriate body parts.
- O. Do not meet with students alone outside of school.
- P. Do not meet with co-workers outside of school if the meeting is unwelcome.
- Q. Do not give personal or intimate gifts to co-workers and students.
- R. Do not comment on others' bodies and physical attributes.
- S. Do not shame or belittle an individual.
- T. Do not engage in any romantic or sexual activities at work.
- U. Do not give frontal hugs or "bear hugs",
- V. Do not pat others on any body area except shoulders, arms and upper back.
- W. Do not tickle or wrestle co-workers or students.
- X. Do not play games that involve inappropriate touching.
- Y. Do not give compliments that relate to physique or body development.
- Z. Do not kiss co-workers or students.
- AA. Do not give massages to co-workers or students.
- BB. Do not touch the bottoms, chests or genital areas of co-workers or students.
- CC. Do not use District computers to access inappropriate or unprofessional websites, or to engage in sexually-oriented discussions, even with consenting adults.

**The behaviors listed above are courtesy of:  
Bracewell & Patterson, L.L.P.  
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Dallas Texas 75201-3387**

**Contact Grantley "Box" Boxill for additional information or assistance at 397-8808.**