

Quick Reference Sheet:

Preventing Discrimination & Harassment

Definition of harassment

Harassment is a pattern of verbal or physical conduct that unreasonably interferes with an individual's work or performance, or creates an intimidating or hostile work environment. Harassment can be based on, for example, race, color, national origin, gender, age, disability, religion, sexual orientation, or veteran status. These categories constitute protected classes.

Verbal

- Sexual innuendoes
- Teasing about gender, sex, race, age, religion, disability
- Sexual advances
- Comments about a person's body, dress
- Abusive language or insults or threats

Nonverbal

- Supervisor not giving you tasks because they think you're too old or too young
- Leering or staring in sexual manner
- Whistling or hooting
- Insulting looks
- Vulgar sounds or gestures
- Offensive or hateful pictures, posters, calendars, cartoons, emails
- Offensive or derogatory written materials

Physical

- Inappropriate touching of body (brushing, patting, hugging, pinching, shoulder rubs)
- Kissing or other sexual acts
- Inappropriate display of body parts
- Physically blocking another individual's movement
- Assault

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Laws

Title VII, Title IX eeoc.gov
ADEA, ADA, ACAA, USERRA
GI Nondiscrimination Act
MPS Policies policy.mpls.k12.mn.us

If Harassed

1. Be direct
2. Seek law enforcement/medical attention if needed
3. Consult with authorities
4. Document incident

Appropriate Contacts:

Employees

- Office of Equality & Civil Rights
- Employee Relations

Students & Parents

- Office of Equality & Civil Rights
- Teachers, Administrators, Social Workers

Signs of retaliation

- Being denied a raise or promotion
- Being transferred or demoted to a less desirable position
- Being denied necessary resources
- Lower grades
- Seating changes
- Denied time off
- Accused of bad attitude