## **WASHINGTON SCHOOL FOR THE DEAF**

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PROCEDURE: 3209P		Adopted: October 6, 2006
SUBJECT:	Discrimination Complaint	
Approved by: _	Todd Reeves, Superintendent	
	road recover, Superintendent	

This procedure is to secure equitable solutions to discrimination or harassment complaints at the lowest possible administrative level.

## Definition

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A complaint is a claim based upon an alleged violation of policy, and/or state or federal laws, executive orders or regulations prohibiting discrimination on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability. The school also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment.

## **Procedure**

Any employee who believes he/she is the victim of, or witness to, discrimination and/or harassment will:

- Notify his/her immediate supervisor; or
- Where the employee believes he/she is being harassed by his/her supervisor he/she should notify the supervisor's supervisor; or
- If the employee is uncomfortable discussing harassment with his/her supervisor, the Human Resources representative may be contacted.

When a supervisor is notified of alleged harassment, he/she will promptly investigate the complaint. The investigation will include interviews with the directly involved parties, and where necessary, employees who may have observed the alleged harassment.

Every effort will be made to resolve the complaint at the lowest level in an informal manner. If the complaint is not resolved informally, the complainant may present the complaint in writing to the next level. In all instances, the supervisor will notify the Human Resources representative that a complaint has been filed.

After the investigation is completed, the supervisor will render a decision in writing and send it to the complainant. Should the complainant determine the decision is unsatisfactory, he/she may request further investigation by the Human Resources department.

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The supervisor or Human Resources representative will inform the employee of the right to file a complaint with the Washington State Human Rights Commission under RCW 49.60, or with the Federal Equal Employment Opportunity Commission under Title VII of the Civil Rights Act of 1964.

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