

Sexual Harassment Complaint Procedures

The director, The Board President or a designee has responsibility for investigations concerning sexual harassment. The investigator shall be a neutral party having had no involvement in the complaint presented.

- Step I: Any sexual harassment information (complaints, rumors, etc.) shall be presented to the director and/or investigator. All such information shall be transcribed into a written document and will include the specific nature of the claims and dates.
- Step II: The director, upon receiving the information or complaint shall promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be transcribed into writing. The investigator shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the Board President.
- Step III: If a complainant is not satisfied with the decision, he/she may submit a written appeal to the Board President. Such appeal must be filed within 10 working days after receipt of the decision. The Board President will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The President shall provide a written decision to the complainant within 20 working days.

END OF POLICY

Legal Reference(s):

[ORS 338.115](#)