

**Riverside Cemetery District
Board Policy**

**ADMINISTRATION PROCEDURES FOR SEXUAL HARASSMENT
INVESTIGATION**

Policy 86

1. At such time as an employee reports an incident of sexual harassment or conduct which the reporting party believes constitutes sexual harassment the Board Chairman, the person to whom the report is made shall, if a verbal report, encourage the complaining party to fill out the sexual harassment complaint form.
2. Within twenty-four (24) hours after the report is made, the Board Chairman shall determine whether or not to investigate the complaint or assign it to be investigated.
3. The person who is responsible for conducting the investigation shall, within five (5) days, attempt to contact all witnesses whom the reporting party believes can provide information and/or evidence to support the claim of harassment. The investigator shall attempt to get the witnesses to fill out the Witness Disclosure Form.
4. Within ten (10) days after the report, the investigator shall contact the alleged harasser and notify him/her of the sexual harassment that has been alleged and provide an opportunity for that individual to provide a response to the allegation of sexual harassment. The investigator shall notify the alleged harasser not only of the specific conduct alleged by the reporting party and/or alleged victim but also of any conduct which supports the claim for sexual harassment or which may support any defense of the alleged harasser which has been reported by witnesses interviewed by the investigator.
5. Within fifteen (15) days after the original report is made, the individual against whom the complaint is made shall provide to the investigator, a response to the allegations and any information, including names of witnesses, whom the person against whom the complaint is made believes are supportive of his/her position.
6. The investigator shall, within twenty (20) days, conduct such further investigation as the investigator determines is appropriate and/or conduct such meetings or conferences between the complainant and the person against whom the complaint is made as the investigator feels is appropriate.
7. Within twenty-four (24) days after the original report, the investigator shall prepare a written report containing the results of the investigation of the

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complaint and provide a copy to the Board Chairman if he or she is not the investigator.

8. Within four (4) days after receipt of the report, the Board Chairman shall report the results of the investigation to the complainant and the person against whom the complaint is made. The report shall document whether or not disciplinary action was taken as a result of the complaint.

9. A copy of the report will be placed in the personnel files of both the complainant and the accused.

10. Reference in this administrative procedure to the word "day" shall mean business days.

11. The investigator may consult with such other sources, including other personnel in the District and/or the District legal counsel as the investigator deems appropriate, keeping in mind the need to keep the matter as confidential as reasonably possible.

Adopted: 11/9/2004