



EMPLOYEE INTERNAL DISCRIMINATION COMPLAINT PROCEDURE

The Board of Education of Baltimore County (Board) does not discriminate on the basis of age, color, disability, gender, marital status, national or ethnic origin, race, religion, sexual orientation, veteran status, or any other characteristic in its educational programs, services, or employment as provided in federal and state law (Board Policy 4001). Board of Education Policy and Superintendent's Rule 4102 prohibits sexual harassment in any form, including unwelcome sexual advances and offensive verbal or physical contact of a sexual nature that creates a hostile, offensive, or intimidating working environment.

All employees are entitled to equal opportunity and a professional work environment free from discrimination and harassment. Achieving a workplace free from discrimination is an important element to the success of **Baltimore County Public Schools**. Any employee who feels they have been subjected to discrimination/harassment based on race, color, religion, sex, national origin, age, sexual orientation, marital status, disability or status as a disabled veteran or veteran of the Vietnam era, may file a complaint using the following procedure:

Step I

The employee alleging discrimination is encouraged to register his or her complaint with a member of management. The employee may also file a written complaint directly with the EEO Officer. The Employee Discrimination/Harassment Complaint form can be obtained by calling **(410) 887-8937** or through the Baltimore County Public Schools EEO Web Page: www.bcps.org/offices/eo. The employee should submit the completed form to the EEO Officer, Baltimore County Public Schools, 1946 N Greenspring Drive, Timonium, MD 21093. Baltimore County Public Schools takes all complaints seriously and will investigate employee EEO complaints.

Step II

Upon receipt of the complaint, the EEO Officer will review and, if appropriate, initiate an investigation into the allegations. Such an investigation will include, but will not be limited to, interviews with the complainant and any/all witnesses.

Step III

Upon concluding the investigation, the EEO Officer will make a determination as to whether inappropriate behavior occurred and make recommendations for appropriate action.

Step IV

After any needed actions have been taken, the complainant and the accused will be notified of the findings of the investigation by the EEO Officer or the appropriate Assistant Superintendent and/or Executive Director.