

3.19 EMPLOYMENT

All prospective employees must fill out an application form provided by the District, in addition to any resume provided, all of which information is to be placed in the personnel file of those employed. If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal. The Yellville-Summit School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability.

3.26 SEXUAL HARASSMENT

The Yellville-Summit School District is committed to the principle of nondiscrimination and the prohibition of sexual harassment. The EEOC has indicated that "sexual harassment" is an unlawful form of discrimination on the basis of sex under Title VII of the Civil Rights Act of 1964. It is moreover, a violation of Yellville-Summit School District policy against discrimination. The EEOC's definition of sexual harassment will be used. This definition is as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when :

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,*
- (2) submission to or rejection of such conduct by an individual is used for employment decisions affecting such individual, or*
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile, or offensive working environment. Sexual harassment of or by district employees will not be tolerated. All persons can seek employment or work in security, and dignity, and are not required to endure insulting, degrading, or exploitive treatment. Actions for which employees may be reprimanded, suspended, demoted, or dismissed, shall include but not be limited to the following:*

- A. Repeated offensive sexual flirtations, advances, propositions;*
- B. Continued or repeated verbal abuse of a sexual nature;*
- C. Graphic verbal commentaries about an individual's body;*
- D. Sexually degrading words used to describe an individual;*
- E. Display in the workplace of sexually suggestive objects or pictures;*
- F. Threats demands, or suggestions that employment status is contingent upon the employee's toleration of or acquiescence to sexual advances;*
- G. Retaliation against employees for complaining about the behavior described above.*

Procedures

- 1. An employee who believes that he or she is the victim of sexual harassment may request a meeting with his/her immediate supervisor. A meeting will be held within five (5) days and the employee bringing the complaint may bring a representative of their choosing to the meeting.*
- 2. If the complaint is against his/her immediate supervisor, then the complaint should be filed with the Superintendent of the Schools or his/her designee. A meeting will be held within five (5) days of the filing of the complaint.*
- 3. A complaint will be treated as confidential, and documents involved in or resulting from it will be kept in a confidential file. Unless otherwise authorized by the complaining employee, only that employee, and the Superintendent of Schools will have access to this file.*
- 4. Within 30 days of the filing of the complaint, and after the administration has conducted an investigation, the administration will recommend an appropriate course of action, which if the allegation is proven may range from professional counseling for the offender to discharge or other appropriate discipline. The complaining employee will be informed of the action taken.*
- 5. In determining whether alleged conduct constitutes sexual harassment, the district will look at the record as a whole and at the totality of the circumstances.*

6. The complaining employee may file a grievance after this special procedure has taken place if the employee is not satisfied with the action taken. The period for filing such a grievance shall commence upon the date the complainant receives notification of the action taken.

4.18–PROHIBITED CONDUCT

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

1. Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, e-cigars, and e-pips) in or on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;

9. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
10. Inappropriate public displays of affection;
11. Cheating, copying, or claiming another person's work to be his/her own;
12. Gambling;
13. Inappropriate student dress;
14. Use of vulgar, profane, or obscene language or gestures;
15. Truancy;
16. Excessive tardiness;
17. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
18. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
19. Hazing, or aiding in the hazing of another student;
20. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
21. Sexual harassment;
22. Bullying; and
23. Operating a vehicle on school grounds while using a wireless communication device.
24. Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

4.27--STUDENT SEXUAL HARASSMENT The Yellville Summit School District is committed to providing an academic environment that treats all students with respect

and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. The District believes the best policy to create an educational environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- o The nature of sexual harassment;
- o The District's written procedures governing the formal complaint grievance process;
- o The process for submitting a formal complaint of sexual harassment;
- o That the district does not tolerate sexual harassment;
- o That students can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- o The supports that are available to individuals suffering sexual harassment; and
- o The potential discipline for perpetrating sexual harassment.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. "Education program or activity" includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

"Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee: a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in sexual conduct; or

b. Uses the rejection of sexual conduct as the basis for academic decisions affecting that individual; 2

2. The conduct is: a. Unwelcome; and b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal

access to the District’s education program or activity; or c. Constitutes: d. Sexual

assault; e. Dating violence f. Domestic violence; or g. Stalking. “Supportive measures”

means individualized services that are offered to the complainant or the respondent designed to restore or preserve equal access to the District’s education program or

activity without unreasonably burdening the other party. The supportive measures

must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to

either party as appropriate, as reasonably available, and without fee or charge.

Examples of supportive measures include, but are not limited to: measures designed to

protect the safety of all parties or the District’s educational environment, or deter

sexual harassment; counseling; extensions of deadlines or other course-related

adjustments; modifications of work or class schedules; campus escort services; mutual

restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; and non-employees and students.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What

is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon

such circumstances, examples of sexual harassment include, but are not limited to: Making sexual propositions or pressuring for sexual activities; Unwelcome touching; Writing graffiti of a sexual nature; Displaying or distributing sexually explicit drawings, pictures, or written materials; Performing sexual gestures or touching oneself sexually in front of others; Telling sexual or crude jokes; Spreading rumors related to a person's alleged sexual activities; Discussions of sexual experiences; Rating other students as to sexual activity or performance; Circulating or showing e-mails or Web sites of a sexual nature; Intimidation by words, actions, insults, or name calling; and Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual or transgender. Students who believe they have been subjected to sexual harassment, or the parent/legal guardian/other responsible adult of a student who believes their student has been subjected to sexual harassment, are encouraged to bring their concerns to any District staff member, including a counselor, teacher, Title IX coordinator, or administrator. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to: Discuss the availability of supportive measures; Consider the complainant's wishes with respect to supportive measures; Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and Explain to the complainant the process for filing a formal complaint. Supportive Measures The District shall offer supportive measures to both the complainant and respondent that are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party before or after the filing of a formal

complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District's offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received. *Formal Complaint* A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- o Notice of the District's grievance process and a copy of the procedures governing the grievance process;
- o Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include: The identities of the parties involved in the incident, if known; The conduct allegedly constituting sexual harassment; and The date and location of the alleged incident, if known;
- o A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- o That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- o That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- o That the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District

shall simultaneously provide notice of the additional allegations to the parties whose identities are known. The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular "party", "complainant", or "respondent" include the plural, as applicable. When investigating a formal complaint and throughout the grievance process, a District shall: Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties; Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party's voluntary, written consent or that party's voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process; Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence; Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the

choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate; Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence: Whether obtained from a party or other source;; The District does not intend to rely upon in reaching a determination regarding responsibility; and That is either Inculpatory or exculpatory; and Create an investigative report that fairly summarizes relevant evidence. At least ten (10) days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10) days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting. After the investigative report is sent to the parties, the decision-maker shall:

- o Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- o Provide each party with the answers;
- o Allow for additional, limited follow-up questions from each party; and
- o Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that

someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including: a. Any notifications to the parties; b. Interviews with parties and witnesses; c. site visits; d. Methods used to gather other evidence;; and e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including: a. A determination regarding responsibility; b. Any disciplinary sanctions imposed on the respondent; and c. Whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal. The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of: If an appeal is not filed, the day after the period for an appeal to be filed expires; or If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties. The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District's education program or activity; or did not occur against a person in the United States,

then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District's code of conduct. The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- o The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- o The respondent is no longer enrolled at the District; or
- o Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary. Appeals Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or

- d. An appeal of the disciplinary sanctions from the initial determination. For all appeals, the District shall:

- 1. Notify the other party in writing when an appeal is filed;

- 2. Simultaneously Provide all parties a written copy of the District's procedures governing the appeal process;

- 3. Implement appeal procedures equally for both parties;

4. Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;

5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

6. Issue a written decision describing the result of the appeal and the rationale for the result; and

7. Provide the written decision simultaneously to both parties. Confidentiality Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to: individuals who are responsible for handling the District's investigation and determination of responsibility to the extent necessary to complete the District's grievance process; Submit a report to the child maltreatment hotline; Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or The extent necessary to provide either party due process during the grievance process. Except as listed above, the District shall keep confidential the identity of: Any individual who has made a report or complaint of sex discrimination; Any individual who has made a report or filed a formal complaint of sexual harassment; Any complainant; Any individual who has been reported to be the perpetrator of sex discrimination; Any respondent; and Any witness. Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures. Emergency Removal The District may remove a respondent from the District's education program or activity on an emergency basis only after the completion of an individualized safety and risk analysis that determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. A removed student will be provided with notice and an opportunity to

challenge the removal decision immediately following the removal. *Retaliation Prohibited* Students, or the parents/legal guardians/ other responsible adult of a student, who submit a report or file a formal complaint of sexual harassment;; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for code of conduct violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties. *Disciplinary Sanctions* It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District's grievance process, any student who is found by the evidence to more likely than not have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process. Students who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including expulsion. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith. *Records* The District shall maintain the following records for a minimum of seven (7) years: Each sexual harassment investigation including: Any determination regarding responsibility; any disciplinary sanctions imposed on the respondent; Any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity; Any appeal and the result therefrom; All materials used to train

Title IX Coordinators, investigators, and decision-makers; Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include: o The basis for the District's conclusion that its response was not deliberately indifferent; and o Document: If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District's education program or activity; or If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

8.13-CLASSIFIED PERSONNEL EMPLOYMENT

All prospective employees must complete an application form provided by the District, in addition to any resume provided, all of which information is to be placed in the personnel file of those employed. If The employee provides false or misleading information, or if he/she withholds information to the same effect, it may be grounds for dismissal. The Yellville-Summit School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability

8.20-CLASSIFIED PERSONNEL SEXUAL HARASSMENT *The Yellville-Summit*

School District is committed to having an academic and work environment in which all students and employees are treated with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences. It shall be a violation of this

policy for any student or employee to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination. Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an
 2. individual's education or employment;
 3. Submission to, or rejection of, such conduct by an individual is used as the basis for academic
 4. or employment decisions affecting that individual; and/or
 5. Such conduct has the purpose or effect of substantially interfering with an individual's academic
 6. or work performance or creates an intimidating, hostile, or offensive academic or work
 7. environment. The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment. Within the educational or work environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; employees and non-employees.
- Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or

pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form. Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination. Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.