



**Lake Elsinore Unified School District**  
**Safety/Risk Department Building B**  
**(951) 253-7000 Ext. 5185**  
**545 Chaney St., Lake Elsinore, CA 92530**

## **Intent to Renew Volunteer Process**

1. Complete application; obtain Teacher and Principal signatures for each child/student.  
For example: If you have two students in elementary school, both teachers need to sign renewal. This means that both teachers approve you to volunteer in their classroom/fieldtrips.  
If you have students in middle school or high school, only one teacher needs to sign per student (not all 6/7 teachers need to sign).
2. Regarding Question #2: Convictions  
**If you would like this question to remain confidential, please have the secretary return the application to you after the principal signs it. The form, with explanation, may be brought to the Safety & Risk Dept. at the District Office.** (Please use the back or a separate sheet of paper to explain details, print, and sign: a conviction will not constitute an automatic bar from selection as a volunteer).
3. Safety & Risk Dept. must have an updated TB test on file (TB expires every 4 years). The secretary at your school site may look it up for you in the Volunteer Database.
4. Once signatures are on the form and current TB is turned into the site, you are approved to volunteer. Please check with the secretary for confirmation.
5. The school site secretary will submit all forms to the Safety & Risk Department for you.
6. If you are an A Badge (Red), and would like to apply for the B badge (Purple), please call the number above for further instructions.

### Frequently asked questions:

1. **Do I receive a new badge every school year?** No, the only requirement to continue volunteering is to complete the "Intent to Renew" form once every school year and have an updated TB test on file (Every 4 yrs.)
2. **Why is there a date on my badge? Does it expire?** No, the date indicates the date the badge was printed.
3. **Do I need to come to the District Office to drop off my renewal form?** No, the completed form, signed by the principal and teacher, will be sent to Safety & Risk by the site secretary.
4. **If my TB has expired, do I bring it to the District Office?** No, you may attach a copy of your updated TB test to your renewal form and give it to your site secretary.

**Renewal is simple and easy – Just submit to your school site**

**If you have any questions, please feel free to call Cathy Frigon at 951-253-7000 Ext. 5185**



# Intent To Renew Volunteer Badge

LAKE ELSINORE UNIFIED SCHOOL DISTRICT  
545 Chaney St., Bldg. B, Lake Elsinore, CA 92530  
Monday - Friday  
By appointment only. Please call to schedule.  
(951) 253-7000 Ext. 5185

- Volunteer A (Red)
- Volunteer B (Purple)
- Current Employee
- New badge needed

School Site 1. \_\_\_\_\_ Student Name: \_\_\_\_\_

School Site 2. \_\_\_\_\_ Student Name: \_\_\_\_\_

School Site 3. \_\_\_\_\_ Student Name: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Address: \_\_\_\_\_  
Number & Street  
\_\_\_\_\_  
City Zip

### INSTRUCTIONS: Please complete form in INK, sign and give to site secretary

NOTE: Individuals who regularly perform one or more hours per week of any specific volunteer service with or around students shall be required to sign a loyalty oath and produce evidence that they are free of active tuberculosis. Additionally, all volunteers must follow student confidentiality requirements as defined by the Family Education Right and Privacy Act of 1974 (FERPA).

- Are you physically able to perform the functions of this position with/or without accommodation? **Yes** **No**
- Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Exclude convictions for marijuana-related offenses for more than two years old.) **Yes** **No**

If "Yes" list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two years after the date of the conviction. Include any serious or violent felony conviction in any state or jurisdiction as enumerated in California Penal Code sections 667.6(c) and 1192.7 (c).

I HEREBY CERTIFY that all statements made here are true and correct and authorize investigation of all statements herein recorded. I release from all liability persons and organizations reporting information required by this application.

I AFFIRM that I have read and understand all of the attached annual notifications and requirements for LEUSD unpaid volunteers.

\_\_\_\_\_  
Signature of Applicant Date

### Obtain Teacher and Principal Signatures

Volunteers shall not be used to displace regularly authorized school personnel (Education Code 35021). Projects assigned to volunteers are those which supplement and enrich the regular school program and which would not be offered without volunteer assistance. Volunteers shall work under the immediate supervision of a regular District employee.

Teacher/Supervisor 1. (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Supervisor 2. (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Administrator \_\_\_\_\_ Date: \_\_\_\_\_

Teacher/Supervisor 3. (Print) \_\_\_\_\_ (Sign) \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Administrator \_\_\_\_\_ Date: \_\_\_\_\_



## LAKE ELSINORE UNIFIED SCHOOL DISTRICT BLOODBORNE PATHOGENS

The most dangerous pathogens that are carried by the blood are HIV, the virus that causes AIDS, and hepatitis B, or C, viruses that can damage your liver, cause cancer or even kill you. This is an overview of Lake Elsinore Unified School District's "Exposure Control Plan for Bloodborne Pathogens."

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### HEPATITIS B

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By definition, hepatitis B is an infection of the liver caused by a virus present in blood and other body fluids of infected persons. The hepatitis B infection is caused by a specific virus known as hepatitis B virus (HBV). The incubation period for this virus can be as long as 176 days with an average of 120. The symptoms may include anorexia, malaise, nausea, vomiting, abdominal pain, and jaundice. The disease is always present in some individuals. The chronic stage of the disease is more common in the younger individual. The disease can be passed from one person to another. The body fluids containing the highest concentration of the virus are the blood and blood fluids. HBV is most usually transmitted through the use of contaminated needles or sexual contact. The disease can be transmitted when the HBV infected blood or body fluids of an infected individual come in direct contact with: a break in the skin (sores, cuts, needle punctures, etc.) or; mucus membranes (eyes, nose, mouth, etc.) of a non-infected individual. This virus can survive on environmental surfaces dried and at room temperature for up to a week.

Less than 50% of those who become infected show symptoms of illness. Some of the symptoms that might be shown by the other 50% are fatigue, weight loss, headache, dark urine, abdominal pain, loss of appetite, nausea, jaundice or clay colored stools. The virus can get into your body through needles, broken skin, cuts, and membrane of the mouth, eyes or nose. It is transmitted through the following body fluids: blood, vaginal fluids, semen, breast milk, or saliva, vomit, tears, mucous, urine and sweat that may have blood mixed in with it.

The dangers of Hepatitis B are illness, loss of time at work, becoming a chronic carrier, cirrhosis, liver cancer, liver transplant, or death. There is however a Hepatitis B vaccine given in three doses over a six-month period of time. The vaccine is approximately

90% effective, but should not be taken by those allergic to yeast, pregnant, nursing mothers, or ill. About 85-96% of adults achieve adequate antibody protection from the vaccine but some of the side effects of the vaccine include soreness, fatigue, redness, swelling at site, fever, headache, or dizziness.

The District has determined that the following employees have the greatest potential for occupational exposure to Hepatitis B and are given the option of receiving the Hepatitis B vaccine at no cost to them or signing a declination form:

- Nurses and health aides
- Campus/study hall supervisors
- Headstart preschool staff
- M & O plumbers
- Athletic trainers
- Employees assisting with specialized health care
- TEAM school bus drivers



Other employees may request the vaccine if they experience routine exposure to blood or other body fluids.

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### HEPATITIS C

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Hepatitis C is a liver disease caused by infection with the hepatitis C virus (HCV). The virus is found in the blood of persons who have this disease and is spread by contact with infected blood. Hepatitis C has been added to the list of viruses included in Exposure Control Plans for Bloodborne Pathogens, and has similar features to Hepatitis B, but can remain in an individual's system for years with no apparent symptoms. More information about hepatitis C can be found at the following website:

[www.cdc.gov/hepatitis](http://www.cdc.gov/hepatitis).

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### HUMAN IMMUNODEFICIENCY VIRUS (HIV)

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AIDS is caused by infection with the HIV Virus. This virus causes the gradual breakdown of the immune system which leads to a variety of unusual infections. These infections lead to the diagnosis of AIDS. Acquired Immunodeficiency Syndrome (AIDS) is a medical condition associated with a loss of the body's



## LAKE ELSINORE UNIFIED SCHOOL DISTRICT BLOODBORNE PATHOGENS

natural immunity against disease. AIDS is characterized by an often-fatal breakdown of the body's immune system – the biological defense that helps protect us from illness. Once the condition develops, a patient becomes susceptible to a variety of opportunistic infections.

Some of the symptoms of HIV include severe weight loss, a purplish rash, and/or swollen glands over the body, constant fever, diarrhea, exhaustion, or unusual infections. There is no vaccine for HIV. It is transmitted through blood, semen, vaginal fluids and breast milk.

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### UNIVERSAL PRECAUTIONS

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Use of universal precautions eliminates much of the fear of not knowing if a student in the classroom or fellow employee has an infection. The most basic universal precaution is hand washing. Hand washing should happen:

- Before eating, drinking or smoking
- Before handling cooking utensils or implements
- Before and after preparing food or assisting with feeding
- Before and after assisting with toileting or diapering
- After contact with body fluids such as respiratory secretions, blood (including menstrual flow), urine, feces, mucous, or drainage from wounds
- After close personal care of students, especially those with nose, mouth, eye or ear drainage
- Before putting on and after removing disposable gloves (gloves encourage moist environment conducive to bacterial growth)
- After feeding, handling, or cleaning up after animals in the classroom
- After using the toilet



Use all suggested personal protective equipment and procedures. If you need protective equipment, contact your site administrator or supervisor or Safety & Risk Services. Remember, only you can protect yourself against infection.

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### POST EXPOSURE PROCEDURES

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If someone else's blood or body fluids comes in contact with your blood or body fluids through an exposure incident while at work:

- 1) Wash the area immediately with soap and water (depending on size of wound).
- 2) Report exposure/injury to your supervisor immediately.
- 3) Complete Injury Report (site secretary has forms).
- 4) See doctor who will document exposure, identify if possible the source individual, collect exposed employee's blood to test for HIV, HBV, and HCV, and then counsel employee about options.

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### CONFIDENTIALITY

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All results of an employee exposure incident are kept in strict confidentiality. Adults must grant their own written permission to share HIV status. Sharing information about AIDS/HIV infection is prohibited by law and subject to civil penalties with a fine up to \$5,000.

Current law does not require parents or physicians to inform school officials of a student's AIDS/HIV status. Any disclosure by a student or parent must be kept confidential unless written permission is given. A parent or guardian may grant written permission to share information on a student under 18, but AIDS/HIV information may be shared only with specifically named persons. Forms for authorizing blanket permission to share AIDS/HIV status are inadequate.

Students must not be excluded, or placed specially solely because of AIDS or HIV status. A student's physician may determine school attendance inappropriate due to the student's vulnerability to infections present at school.

# CHILD ABUSE

For more information, contact your Local Child Abuse Council.

Riverside County: 1-800-442-4918  
<http://dpss.co.riverside.ca.us/ChildProtectiveServices.aspx#RCA>

or call the  
**National Child Abuse Hotline**  
at **1-800-4-A-CHILD**

For further information on this program and other crime prevention material, write to:

Crime and Violence Prevention Center  
California Attorney General's Office  
P.O. Box 944255  
Sacramento, CA 94244-2550

This publication can be downloaded from  
[www.safestate.org](http://www.safestate.org)



## YOUR INVOLVEMENT

Involvement does not mean physical intervention or snooping on your neighbor. It simply means not ignoring the obvious. Fear of involvement has resulted in family tragedies in which neighbors reported they knew what was going on, but declined to get involved.

If a member of the community, who is not required by law to report, does not want to identify himself or herself, the report may be made anonymously.

## AFTER YOUR REPORT

Many people are under the misconception that if a family is reported for child abuse the parent will always be arrested and the child will be taken away from the family. Although this may occur in serious abuse cases, the family is usually referred to services such as counseling or parenting classes. In neglect cases, the family may be referred to public assistance agencies. However, the goal of child protective agencies is to try to keep the family unit intact unless the child is in danger. The goal of all of us is to protect our children and help them grow up healthy and happy.

To report suspected child abuse contact your local:

- Police or Sheriff's Department;
- County Welfare Department; or
- County Juvenile Probation Department.



**Crime and Violence Prevention Center**  
**California Attorney General's Office**

**Bill Lockyer**  
Attorney General

G1-7320  
10/04



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## It Shouldn't Hurt To Be A Kid!

Yet, children continue to be hurt every day. For these children there is no hope unless each one of us realizes that our most important duty is the protection, welfare and growth of our children.

Child abuse can leave a scar that is carried throughout life. In fact, statistics show that the abused child all too often grows up to be an abuser. We know that breaking the cycle of abuse will not only protect our children, but will reduce crime now and in the future. Studies suggest that 85 percent of convicted felons were abused as children.

Without individual and community concern and involvement, there are really three "victims" of child abuse: the child, the abuser, and the community. However, each of us may make a valuable contribution to the protection of children and the prevention of abuse. Our concern and involvement are critical — it may save a life.

## WHAT IS CHILD ABUSE?

Child abuse is legally defined as:

- A physical injury which is inflicted by other than accidental means on a child by another person.
- Sexual abuse, including both sexual assault and sexual exploitation.
- Willful cruelty or unjustifiable punishment of a child.
- Cruel or inhuman corporal punishment or injury.

- Neglect, including both severe and general neglect.
- Abuse (all of the above) in out-of-home care.

## INDICATORS OF CHILD ABUSE

Below are some indicators of child abuse which can help you recognize an existing or potential problem of abuse.

### Physical Abuse

Physical abuse may be defined as any act which results in a non-accidental physical injury.

Indicators of physical abuse:

- Bruises, burns, abrasions, lacerations, or swelling caused by other than accidental means.
- Belt buckle marks, handprints, bite marks, and pinches.
- Child states injury was caused by abuse.
- Injury unusual for a specific age group.
- A history of previous or recurrent injuries.

- Unexplained injuries; conflicting explanations or reasons for injury.

- Child excessively passive, compliant or fearful.
- Caretaker attempts to hide injuries.

### Neglect

Neglect is essentially the negligent treatment or maltreatment of a child by a parent or caretaker under circumstances indicating harm or threatened harm to the child's health or welfare.

Indicators of neglect:

- Child lacking adequate medical or dental care.
- Child is always sleepy or hungry.
- Child is always dirty or inadequately dressed for weather conditions.
- There is evidence of poor supervision.
- Conditions in home are extremely or persistently unsafe or unsanitary.

### Sexual Abuse

Sexual abuse is defined as acts of sexual assault on and the sexual exploitation of minors.

Indicators of sexual abuse:

- Child reports sexual activities to a trusted person.
- Detailed and age-inappropriate understanding of sexual behavior (especially by younger children).
- Child wears torn, stained or bloody underclothing.
- Child is victim of other forms of abuse.

## REPORTING

The law requires certain professionals to report suspicion and/or knowledge of child abuse, which includes physical abuse, sexual abuse, neglect and cases of severe emotional abuse that constitute willful cruelty or unjustifiable punishment of a child. But, community members also have an important role in protecting children from abuse and neglect. The life of a child may be saved if community members become involved and report cases of suspected child abuse.



THE MISSION OF THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING IS TO PROTECT THE PEOPLE OF CALIFORNIA FROM UNLAWFUL DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMMODATIONS, AND FROM HATE VIOLENCE AND HUMAN TRAFFICKING

## DISCRIMINATION IN PUBLIC SERVICES AND ACCOMMODATIONS IS PROHIBITED UNDER THE UNRUH CIVIL RIGHTS ACT

The law requires “full and equal accommodations, advantages, facilities, privileges, or services in all business establishments.” Business establishments covered by the law include, but are not limited to:

- Hotels and motels
- Nonprofit organizations
- Restaurants
- Theaters
- Barber shops and beauty salons
- Hospitals
- Housing accommodations
- Local government and public agencies
- Retail establishments

## HATE VIOLENCE

Under the Ralph Civil Rights Act, it is against the law for any person to threaten or commit acts of violence against a person or property based on race, color, religion, ancestry, national origin, age, marital status, medical condition, genetic information, disability, sex/gender, gender identity, gender expression, sexual orientation, political affiliation, or position in a labor dispute.

## HUMAN TRAFFICKING

Human trafficking is a violation of civil law in addition to being a criminal offense. In 2016, AB 1684 (Stone) gave DFEH authority to receive, investigate, conciliate, mediate, and prosecute civil complaints alleging human trafficking under California Civil Code, § 52.5, the California Trafficking Victims Protection Act.

## DISCRIMINATION IS AGAINST THE LAW

### CIVIL RIGHTS IN CALIFORNIA

The Department of Fair Employment and Housing (DFEH) enforces California state laws that prohibit harassment and discrimination in employment, housing, and public accommodations and that provide for pregnancy leave and family and personal medical leave. It also accepts and investigates complaints alleging hate violence or threats of hate violence and human trafficking.

DFEH enforces these laws by:

- ① Investigating harassment, discrimination, and denial of leave complaints
- ② Assisting parties to voluntarily resolve complaints involving alleged violations of the laws enforced by DFEH
- ③ Prosecuting violations of the law
- ④ Educating Californians about the laws prohibiting harassment and discrimination by providing written materials and participating in seminars and conferences

### FILING A COMPLAINT

If you believe you are a victim of discrimination, hate violence, or human trafficking, you may, within one year of the alleged discrimination, file a complaint with DFEH by contacting DFEH on our website or by phone as described on the back of this brochure. DFEH processes complaints filed by persons with terminal illnesses on a priority basis.

### FOR MORE INFORMATION

Department of Fair Employment and Housing

Toll Free: (800) 884-1684

TTY: (800) 700-2320

Online: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Also find us on:



If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

To schedule an intake appointment, contact the Communication Center at (800) 884-1684 (voice or via relay operator 711) or (800) 700-2320 (TTY) or by email at [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov).

*The DFEH is committed to providing access to our materials in an alternative format as a reasonable accommodation for people with disabilities when requested.*

*Contact the DFEH at (800) 884-1684 (voice or via relay operator 711), TTY (800) 700-2320, or [contact.center@dfeh.ca.gov](mailto:contact.center@dfeh.ca.gov) to discuss your preferred format to access our materials or webpages.*



# YOU ARE PROTECTED

# DISCRIMINATION IS PROHIBITED

FEHA also prohibits discrimination in the rental and sale of housing based on the following:

- Race
- Ancestry
- Color
- Familial status (households with children under age 18, individuals who are pregnant, or who are pending legal custody of a child under age 18)
- Religion
- Source of income
- Sex
- Disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics)
- Gender
- Gender identity
- Gender expression
- Sexual orientation
- Marital status
- National origin (including language use restrictions)
- Genetic information

The California Fair Employment and Housing Act (FEHA) prohibits harassment and discrimination in employment based on the following:

- Race
- Color
- Religion (includes religious dress and grooming practices)
- Sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Gender identity, gender expression
- Sexual orientation
- Marital status
- Medical Condition (genetic characteristics, cancer or a record or history of cancer)
- Military or veteran status
- National origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law)
- Ancestry
- Disability (mental and physical, including HIV/AIDS, cancer, and genetic characteristics)
- Genetic information
- Request for family care leave
- Request for leave for an employee's own serious health condition
- Request for Pregnancy Disability Leave
- Retaliation for reporting patient abuse in tax-supported institutions
- Age (over 40)

DISCRIMINATION IS PROHIBITED IN ALL EMPLOYMENT PRACTICES, INCLUDING, BUT NOT LIMITED TO:

- ① Advertisements
- ② Applications, screening, and interviews
- ③ Hiring, transferring, promoting, terminating, or separating employees
- ④ Working conditions
- ⑤ Participation in a training or apprenticeship program, employee organization, or union

DISCRIMINATION IS PROHIBITED IN ALL ASPECTS OF THE HOUSING BUSINESS, INCLUDING, BUT NOT LIMITED TO:

- ① Advertisements
- ② Mortgage lending and insurance
- ③ Application and selection processes
- ④ Terms, conditions, and privileges of occupancy, including freedom from harassment
- ⑤ Public and private land-use practices, including the existence of restrictive covenants

Individuals with disabilities are entitled to reasonable accommodation in rules, policies, practices, and services and are also permitted, at their own expense, to reasonably modify their dwelling to ensure full enjoyment of the premises.

As in employment discrimination law, individuals are protected from retaliation for filing complaints.

## CALIFORNIA WORKERS ARE:

- Guaranteed reasonable accommodation or leave if disabled because of pregnancy, or if your job would cause undue risk to you or your pregnancy's successful completion (if working for an employer of more than 5 employees)
- Guaranteed leave for the birth or adoption of a child; for the employee's own serious health condition; or to care for a parent, spouse, or child with a serious health condition (if working for an employer of more than 50 employees)
- Protected from harassment because of their sex, race, or any other category covered under the law
- Protected from retaliation for filing a complaint with DFEH, for participating in the investigation of a complaint, or for protesting possible violations of the law
- California workers with disabilities are also entitled to reasonable accommodation when necessary in order to perform the job



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# SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

## BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

- 1 *Unwanted sexual advances*
- 2 *Offering employment benefits in exchange for sexual favors*
- 3 *Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters*
- 4 *Derogatory comments, epithets, slurs, or jokes*
- 5 *Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations*
- 6 *Physical touching or assault, as well as impeding or blocking movements*

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within one year of the last act of harassment or retaliation. DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

### THE FACTS

Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

### THERE ARE TWO TYPES OF SEXUAL HARASSMENT

- ① *"Quid pro quo"* (Latin for "this for that") sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
- ② *"Hostile work environment"* sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interfere with your work performance or create an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. That means that it alters the conditions of your employment and creates an abusive work environment. A single act of harassment may be sufficiently severe to be unlawful.

### FOR MORE INFORMATION

Department of Fair Employment and Housing  
 Toll Free: (800) 884-1684  
 TTY: (800) 700-2320  
 Online: [www.dfeh.ca.gov](http://www.dfeh.ca.gov)

Also find us on:



If you have a disability that prevents you from submitting a written intake form on-line, by mail, or email, the DFEH can assist you by scribing your intake by phone or, for individuals who are Deaf or Hard of Hearing or have speech disabilities, through the California Relay Service (711), or call us through your VRS at (800) 884-1684 (voice).

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## CIVIL REMEDIES:

## ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- 1 *Damages for emotional distress from each employer or person in violation of the law*
- 2 *Hiring or reinstatement*
- 3 *Back pay or promotion*
- 4 *Changes in the policies or practices of the employer*

## EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

the claim internally. Employers with 50 or more employees are required to include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
  - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
- ④ Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
    - Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
    - Sending the policy via email with an acknowledgment return form.
    - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
    - Discussing policies upon hire and/or during a new hire orientation session.
    - Using any other method that ensures employees received and understand the policy.
  - ⑤ If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
  - ⑥ In addition, employers who do business in California and employ 50 or more part-time or full-time employees must provide at least two hours of training regarding sexual harassment and harassment based on gender identity, gender expression, and sexual orientation every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.