

## **GVS Harassment Training Process**

All GVS staff are required to have annual training to prevent harassment as required by the Colorado POWR Act of 2023. GVS Head of School will conduct training for all staff and new staff within one month of their initial hire date.

Training will include:

- Review of the POWR Act policy
- Review of what is and is not considered harassment (this may be done with a video, written document, or online training) (Link to a free online training with video from *Behave at Work* and questions:  
<https://behaveatwork.com/free-workplace-harassment-training/> )
- Review of how to complete and turn in a report of harassment (as required by the POWR Act, all documentation will be kept on file for 5 years)
- Review of steps that will be taken to review and investigate the report.
  - Alleged victim reports incident to Head of School or School Board President (if the Head of School is the alleged perpetrator)
  - Head of School or School Board President will interview each party with a witness present, and take notes. Notes are only to be seen by individuals involved in the incident, and the information shared in the interviews will not be shared unless needed for legal proceedings.
  - A determination will be made by the interview committee as to whether the incident constitutes harassment or not. If the incident was harassment, consequences will be decided at this time.
  - All involved individuals will be notified of the decision.
- All staff sign a document stating they have received training.
- All attending staff will receive a certificate of completion.

**Adopted:** April 15, 2024