



Personnel

Sexual & Other Harassment

Sexual or other harassment of School employees is prohibited by the Civil Rights Act of 1964 and other laws. Together, federal and state laws prohibit the harassment of individuals with regard to race, color, religion, national origin, sex, age, disability, or veteran status, and certain other classifications. Harassment is considered conduct that is focused on a person or group of persons that interferes with an employee's ability to perform assignments or that creates a hostile or intimidating work environment.

The following are examples of types of harassment that are prohibited and will not be tolerated:

- a. Verbal Abuse. Verbal abuse involves any language that is unnecessarily loud, degrades or berates others, including but not limited to racial, religious or sexual comments or jokes, sexual innuendoes, or threats of any kind.
- b. Physical Abuse. Physical abuse includes touching, hitting, pushing, kicking or threatening another person, including restraining by force or blocking the path of another.
- c. Interference or Hostile Environment. Interference or hostile environment includes any behavior or action that interferes with an employee's ability to perform work assignments, or which results in or creates a hostile or intimidating work environment.
- d. Sexual Harassment. Sexual harassment includes but is not limited to sexual advances, requests for sexual acts or favors, and other physical conduct of a sexual nature 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 as the basis for employment decisions affecting the individual; or
 - (3) such conduct is severe and pervasive, and has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.

e. Retaliation. Retaliation includes any adverse action or threat of adverse action taken or made because an employee has exercised or attempted to exercise any rights under the employment laws of the United States or the State, or under the policies of the School. Retaliation includes, but is not limited to verbal abuse, threats, or withholding or withdrawal of pay, promotions, training, or other employment opportunities.

f. Other. In addition to the above forms of harassment, any behavior or action that interferes with an employee's ability to perform job duties, or that results in or creates a hostile or intimidating work environment, is considered harassment.

Complaints of harassment will be promptly and carefully investigated and will include interviews with all relevant persons, including the complainant, the accused, and other potential witnesses. If you feel you are being subjected to any type or degree of harassment, report the incident verbally or in writing to the Director or a member of the Board of Directors. A written complaint should include the specific nature of the harassment and the date(s) and place(s) such harassment took place, as well as the employee's name and the names of any witnesses.

Any employee found to have violated the harassment policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance of a complaint determined to have been fabricated. In addition, the School will not tolerate the harassment of School personnel by non-personnel on the School's premises. Non-personnel include but are not limited to students, family of students, and vendors.

Any employee who follows the procedure described in this policy in good faith can be assured that he or she will be free from any and all reprisal or retaliation from filing such complaints. Investigators will make every effort to strike a balance between the parties' desire for privacy and the need to conduct a fair and effective investigation.