

## **Equal Opportunity, Harassment and Non-Discrimination Policies**

### **Equal Opportunity**

We want to maintain an employee relations climate, which promotes maximum personal development and achievement. We are an equal opportunity employer and do not discriminate on the bases of age, race, color, national origin, sex, religion, creed, veteran status, disability, sexual orientation or any other characteristic prohibited by law. We are dedicated to ensuring the fulfillment of this policy with respect to hiring, selection for training, promotion, transfer, layoff, termination, leaves of absence, rates of pay or any other term or condition of employment. When necessary, we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. We expect everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

Employees who believe they are being or have been unlawfully discriminated against should immediately report the incident to the Principal, Assistant Principal, or Board of Directors or any supervisor with whom the employee feels comfortable reporting such information. Retaliation against employees who reports perceived discrimination or who participate in investigations as witnesses or in other capacities is also prohibited and must be reported to the Principal, Assistant Principal, Board of Directors, or any supervisor with whom the employee feels comfortable reporting such information. The School does not authorize or condone unlawful discrimination or retaliation. If any employee is found to have unlawfully discriminated or retaliated against any other employee, appropriate disciplinary action, up to and including termination, will be taken.

### **Sexual Harassment and Other Forms of Discrimination**

The School prohibits any form of harassment or discrimination (including sexual harassment) on the basis of age, race, color, national origin, religion, disability, sex, sexual orientation or other protected characteristic, whether by a supervisor, co-worker, volunteer, contractor, or non-employee.

While it is not easy to define precisely what harassment on any of these bases is, it certainly includes slurs, epithets, threats, derogatory comments and unwelcome jokes, sexual advances, requests for sexual favors and other verbal or physical conduct such as uninvited touching or sexually-related comments. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, each employee is able to accomplish his or her job without being subjected to harassment.

### **Sexual Harassment**

Sexual harassment is a form of discrimination involving unwelcome sexual or sex-based conduct that interferes with the employment of others. Sexual harassment is any unwanted or unwelcomed verbal or physical advances, sexually explicit derogatory statements, requests for sexual favors, or sexually discriminatory remarks made by someone in the workplace which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's job performance. Harassing behaviors can be verbal, non-verbal, or physical, and

range from subtle innuendo of a sexual nature to coerced sexual activity. Either men or women can be sexually harassed by someone of the same or opposite sex, and the law protects both sexes equally from this discrimination.

Examples of Sexual Harassment. Workplace behavior that is sexually harassing includes but is not limited to:

- Unwanted sexual remarks or inferences;
- Offensive comments about sex or gender-specific traits;
- Unwelcome sexual propositions, threats, bribes, written notes, or phone calls;
- Unwelcome gestures or sounds;
- Unwanted physical contact of a sexual nature (e.g. touching, pinching, kissing, holding);
- Promise of promotion, favorable performance evaluations, etc. in return for sexual favors, known as “quid pro quo” or “this for that”; or
- Threatening or insinuating, whether explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment.

Other Types of Unlawful Harassment/Discrimination.

Harassment or discrimination is a verbal, nonverbal, or physical conduct that denigrates, belittles, or puts down an individual or shows hostility, distaste, or aversion toward that individual based on that individual's race, color, national origin, religion, gender, sexual orientation, age, disability, veteran status or participation in a protected activity.

Examples of Other Types of Unlawful Harassment.

Other conduct that can be unlawful harassment includes verbal, nonverbal, or physical conduct that shows aversion, denigration, or hostility because of race, color, religion, national origin, gender, age, disability, sexual orientation and that:

- Creates an intimidating, hostile, or offensive working environment;
- Unreasonably interferes with an individual’s work; or
- Adversely affects an individual’s employment opportunities.

Reporting Procedure.

If an employee believes that he or she is being unlawfully harassed or retaliated against or if an employee observes or otherwise becomes aware of such conduct in the workplace, the employee should immediately report the incident to one of the following individuals: the Principal, Assistant Principal, a member of the Board of Directors or any other supervisor with whom the employee feels comfortable. This procedure does not require an employee to report such conduct to the employee’s supervisor or to anyone who the employee believes is participating in the conduct. Instead, the employee may choose to report such conduct to any of the individuals listed above with whom they would be most comfortable speaking to. The greatest discretion will be utilized in investigating and, where appropriate, remedying improper conduct.

Supervisors who become aware of harassment or retaliation either directly or indirectly must immediately report such matters to the Principal or Assistant Principal, or if neither Principal or Assistant Principal is the appropriate individual

for such reporting, to any other individual in a supervisory or appropriate position such as member(s) of the Board of Directors. Disciplinary actions up to and including termination of employment may result against supervisors who fail to respond timely and appropriately to the allegations.

All reports of alleged harassment or retaliation will be investigated. Under no condition will the investigation be conducted by or under the direction of the person reported to have engaged in the alleged harassment or retaliation. Sexual harassment violates the School's policy as well as Federal law, and employees should be aware that substantiated incidents of such behavior will result in disciplinary action for offenders, up to and including dismissal. There will be no retaliation against any employee who, in good faith, seeks resolution or reports harassment under this policy. Any violation of this policy will result in discipline, up to and including discharge.

#### Sexual and Other Types of Unlawful Harassment/Discrimination on School Grounds by Contractors or Individuals Who Are Not School Employees

The policies contained in this section, including the reporting procedures and no retaliation policy, regarding sexual harassment and other types of unlawful harassment or discrimination, shall also apply to contractors or individuals who are not employees of the School when such individuals are on School property or during School events.

#### Americans with Disability Act

The School is committed to providing equal employment opportunities to individuals with disabilities, those regarded as having disabilities and those associated with individuals with disabilities. Accordingly, the School does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or any other terms, conditions and privileges of employment. The School complies with all federal and state laws concerning the employment of persons with disabilities including the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAA) and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

#### Eligibility

the School will engage in an interactive process to find reasonable accommodation for qualified individuals with a disability to enable them to perform the essential functions of a job, unless doing so causes an undue hardship to the School, or a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation.

When an individual with a disability is requesting accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other employee or applicant.

All employees are required to comply with the School standards. Current employees who pose a direct threat to the health and safety of themselves or other individuals in the workplace will be placed on appropriate leave until the School can make a lawful and reasonable decision in regard to continued employment. Individuals who are active illegal drug users are excluded from coverage under the School's Americans with Disabilities Act (ADA) policy.

Applicants and employees are assured that all information regarding a disability shall be kept confidential except that:

- Appropriate supervisors may be informed regarding restrictions on the work or duties of disabled employees and any accommodations that have been made; and
- Government officials investigating compliance with federal laws may be informed.

All employees with responsibilities, which may require knowledge of disabilities, are advised that they are to treat the knowledge with confidentiality.

#### Procedures

The Principal or his/her designee is responsible for implementing this policy, including requests for and resolution of reasonable accommodations, safety and direct threat determinations, and undue hardship issues. All requests for reasonable accommodations should be presented to the Principal or his designee.

Any employee or job applicant who believes that he or she has been discriminated against on the basis of disability should immediately bring the problem to the attention of their supervisor, or any other supervisor with whom the individual feels comfortable, including the Assistant Principal, Principal or the Board of Directors. No applicant or employee will be subject to coercion, intimidation, interference, or discrimination for registering a complaint or for assisting in an investigation of any alleged violation of laws prohibiting discrimination on the basis of disability.