

Policy No. 5050

Equal Opportunity

Equal Opportunity It is the policy of the School to provide equal employment opportunities, and to administer its personnel practices and maintain an environment free of discrimination or harassment on the basis of race, color, national origin, religion, sex, age, disability, genetic information, marital status, veteran status or any other unlawful criterion or circumstance. The School prohibits and will not tolerate any such discrimination or harassment.

Policy No. 5060

Non-Discrimination Policy

Non-Discrimination Policy It is the policy of the School not to discriminate on the basis of race, color, national origin, religion, sex, age, disability, genetic information, marital status, veteran status or any other unlawful criterion or circumstance in any of its employment practices. Such practices include but are not limited to, recruiting, hiring, placement, retention, promotion or compensation, layoff or termination, professional development, and performance appraisals. For qualified individuals with known disabilities, the School shall make reasonable accommodations for such individuals unless doing so would result in an undue hardship. To further this policy, the Governing Authority strongly urges all staff members with a question or concern regarding workplace discrimination to discuss the matter to the Head Administrator or his/her designee. The Governing Authority prohibits any retaliatory behavior directed against those that raise concerns or make a report. Anyone who is determined to have discriminated against others or to have retaliated because another reported discrimination will be disciplined and may be terminated. The Governing Authority also encourages all staff members to develop their own personal commitment to the concepts of equal opportunity described above.

Federal: 42 U.S.C. 1210, 42 U.S.C. 2000, 42 U.S.C. 2000, et. seq. Ohio: R.C. 4112.02, 4117.17.

Cross Reference: Policy 5060, Equal Opportunity; Policy 3700, Individuals with Disabilities.

Anti-Harassment

Anti-Harassment Policy Harassment of any employee is not tolerated, condoned, or allowed by other employees, nonemployees whom conduct business with the School, or any other person. Harassment takes many forms and includes, but is not limited to, conduct that has the purpose or effect of creating a hostile, abusive, intimidating, teasing, threatening, or discriminatory environment through verbal, physical, or visual acts because of race, color, national origin, religion, sex, age, disability, genetic information, marital status, veteran status or any other unlawful criterion or circumstance in any of its employment practices. Harassment may occur in regards to hiring, terms of employment, evaluation, promotion, or other aspects of employment. Sexual Harassment is a form of harassment that includes, but is not limited to unwelcome insults, advancements, requests for sexual favors, verbal and/or physical conduct of a sexual nature.

This Policy applies to all employees. All incidents should be reported, regardless of the offender's position or status.

This Policy applies in the workplace and work-related setting including, but not limited to school trips, meetings, and school-related social events.

Addressing Harassment

The School asks all individuals who believe they are being harassed to address the perceived harassment. Individuals may proceed by: (1) informally confronting the alleged harasser and/or (2) filing a complaint. **Informal Confrontation.** If employees believe they have been harassed, and they feel able and comfortable doing so, they may promptly notify the offender of his/her behavior, insist it is unwelcome, and ask the offender to stop. In some situations an informal confrontation may be impractical or ineffective. In these instances, individuals shall not informally confront the offender and shall file a complaint.

Formal Complaint

Individuals that believe they have been harassed, or any witness of the harassment, are asked to file a complaint promptly. While there is no time limit to filing a complaint, a prompt filing will ensure an equitable process for resolving complaints. Reports may be made using Form 5080.1,

Reporting Acts of Harassment

Reports shall include the following information: the identity of the individual(s) who engaged in harassment, a description of the facts, the location and time the incident occurred, and any additional witnesses to the incident.

Reports shall be delivered to the Head Administrator or his/her designee. If the alleged incidents involve the Head Administrator or his/her designee, reports shall be made directly to the President of the Governing Authority. Once an incident is reported, an investigation will be initiated and the incident will be reviewed. At the investigation's conclusion, the School will

report its findings and decision. If the incident is verified, the harassers will be subject to discipline. Discipline Individuals found to have engaged in harassment will be subject to discipline as deemed appropriate by the School. If the offender is affiliated with the School, discipline may include, but is not limited to the following:

- documenting the occurrence in the offender's personnel file,
- referring the offender to counseling,
- reprimanding the offender,
- withholding a promotion from the offender,
- demoting or reassigning the offender,
- suspending the offender temporarily without pay, and/or
- terminating the offender's employment.

If the offender does not have an affiliation with the School, the School's recourse is more limited. The School will take the appropriate actions to stop the harassment.

Confidentiality of Complaint

Throughout the investigation, the School will attempt to maintain confidentiality to the extent possible. The School may, however, need to make information public.

Protection against Retaliation

The School recognizes the importance of preventing any retaliatory acts. The School prohibits retaliatory action taken against any individual who reports harassment or assists in procedures regarding reports. Any individual that retaliates shall be subject to discipline. Disciplinary action will be the same as those committing confirmed acts of harassment.

Federal: 29 U.S.C. 206(d), 29 U.S.C. 631, 42 U.S.C. 2006(c), 42 U.S.C. 12101. Ohio: R.C. 4112.02.

Cross Reference: Policy: 5080, Anti-Harassment Policy; Form 5080.1, Reporting Acts of Harassment.