

## **Sexual Harassment Policy: The Children's School**

*The Children's School* believes that you should be afforded the opportunity to work/volunteer in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment/volunteer relationship. No employee or volunteer should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work/volunteer effectiveness.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

### **DEFINITION**

*The Children's School* has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of your employment or service as a volunteer
- Submission to or rejection of such conduct by you is used as the basis for employment/supervision decisions affecting you
- Such conduct has the purpose or effect of unreasonably interfering with your work/volunteer performance or creating an intimidating, hostile or offensive working environment.

### **EMPLOYER'S RESPONSIBILITY**

*The Children's School* wants you to have a work/volunteer environment free of sexual harassment by management personnel, by your coworkers/volunteers and by others with whom you must interact in the course of your work as an employee/volunteer of *The Children's School*. Sexual harassment is specifically prohibited as unlawful and as a violation of *The Children's School's* policy. *The Children's School* is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work or volunteer-related sexual harassment.

## COMPLAINT PROCEDURE

If you experience or witness sexual harassment in the workplace, report it immediately to the Director of Curriculum and Instruction or the Director of Administration. You may also report harassment to any member of *The Children's School* Board of Directors. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

## RETALIATION PROHIBITED

*The Children's School* will permit no employment/supervision-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

## WRITTEN POLICY

You will receive a copy of this sexual harassment policy when you begin working for *The Children's School*. If at any time you would like another copy of that policy, please contact the Director of Administration. If *The Children's School* should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

## PENALTIES

Sexual harassment will not be tolerated at *The Children's School*. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

I acknowledge that I have read the above sexual harassment policy for *The Children's School*.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Today's Date