



SAGE Academy

Policy # 413 – Harassment & Violence & Religious, Racial or Sexual Harassment and Violence Report Form

SAGE Academy and EdVisions Cooperative are committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any staff member who becomes aware of possible harassment should promptly advise the Human Rights Officers who will handle the matter in a timely and confidential manner.

SAGE Academy has adopted a Harassment and Violence Policy. It is the policy of SAGE Academy to maintain a learning and working environment that is free from religious, racial, sexual or any other type of harassment and violence. This policy refers to staff and to staff harassment.

Policy Against Sexual Harassment, Harassment, and Sexual Violence:

Policy: Harassment is defined as verbal or physical contact, which has the intent or effect of unreasonably interfering with an individual's or group's work performance, which creates an intimidating, hostile or offensive work environment. Verbal and/or physical contact is defined as harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile or offensive employment/educational environment.

Harassment could be based on gender, race, religion, sexual preference, sexual orientation, national origin, disability, marital status, and status with regard to public assistance. These are the legally protected areas. However, SAGE Academy's policy prohibits all forms of harassment, not just those covered by law. Discrimination, sexual harassment, and sexual violence are all against the law. It is the policy of SAGE Academy to enforce a "Zero Tolerance" with regard to such behavior and to abide by all federal and state laws which prohibit harassment. SAGE Academy will attempt to maintain an employment atmosphere free of harassment, intimidation and coercion. Supervisory and management personnel of SAGE Academy are responsible for implementing this policy and their success in their jobs depends, in part, on a successful implementation.

Procedure:

Any employee who feels that he/she is being subjected to harassment, sexual harassment or violence in any form or he/she has witnessed sexual harassment, harassment, or sexual violence with regard to an employee, should contact his/her immediate supervisor. If the employee is uncomfortable or unwilling to contact his/her immediate supervisor he/she should contact the Lead Teacher or Board Chair.

The following procedure will be used by SAGE Academy in each reported case of an incident of sexual harassment, harassment or sexual violence. In all reported incidents, a prompt, thorough and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. In addition, appropriate disciplinary action will be taken when it is determined that individuals have violated this policy.

NO RETALIATION OF ANY KIND WILL OCCUR BECAUSE YOU HAVE REPORTED AN INCIDENT OR SUSPECT SEXUAL HARASSMENT, HARASSMENT, OR SEXUAL VIOLENCE. WE ENCOURAGE YOU TO HELP US KEEP SAGE ACADEMY FREE OF HARASSMENT AND SEXUAL VIOLENCE.

In summary, it is the belief of SAGE Academy that most employees conduct themselves in a professional manner. However, if harassment or sexual violence occurs, SAGE Academy is confident that the procedures outlined above will assist the employee in better understanding how to deal with this issue.