

**Section: 7004.6 Standards**

**Subject: Prohibition of Harassment**

**Effective Date: 9/27/05**

**Revised Date: 05/19/22**

**Approved By: Board of Directors**

## **Purpose:**

Gorman Learning Charter Network is committed to providing a workplace environment free from unlawful discrimination, any form of harassment or sexual harassment. Gorman Learning Charter Network will not tolerate unlawful discrimination or harassment in any form. Prohibited conduct includes discrimination or harassment because of race, color, creed, religion, national origin, sex, age, veteran status, disability, or other legally protected characteristics.

## **Policy:**

Gorman Learning Charter Network shall take all reasonable steps to prevent discrimination and unlawful harassment of employees from occurring. Sexual or other unlawful harassment in employment violates school policy and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

### **Definition of Harassment**

Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance or a safe and secure classroom. Harassment may also include unwelcome, offensive racial or ethnic slurs, jokes, or similar conduct.

### **Definition of Sexual Harassment**

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature, which constitute sexual harassment when: (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or (2) Submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination; or (3) Such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile or offensive working environment.

California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a non-exhaustive list:

- Sexual flirtations, touching, advances or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about dress or body;
- Sexually degrading words;
- The display in the workplace of sexually suggestive or offensive objects or pictures.

## **Preventing Sexual and Other Unlawful Harassment**

Gorman Learning Charter Network is committed to maintaining a school and/or work place free from any form of sexual harassment. Every employee, supervisor, manager, and director at Gorman must comply with this policy and applicable discrimination laws and is responsible for maintaining a working environment free from discrimination and harassment. Any acts of discrimination, harassment or sexual harassment that violate this policy or the law will result in appropriate disciplinary action up to and including termination. Consequently, should any employee become aware of any conduct that may constitute sexual harassment or other prohibited behavior, it should be immediately reported to Human Resources.

A Sexual Harassment Complaint Form may be obtained from the Human Resources department. The Human Resources Director or designee will conduct an immediate investigation into the allegation(s) and determine whether the allegations have merit. A written report, including findings related to the allegations, will be completed. In all cases, when the allegation(s) is determined to be valid, appropriate remedial action will be taken immediately and such action may include disciplinary action up to and including termination.

If the alleged sexual harassment involves the employee's manager or human resource representative, or if the employee is not satisfied with the outcome of the investigation, the employee should bring the matter to the attention of the Executive Director.

## **Investigations and No Retaliation Policy**

All complaints of sexual harassment will be investigated promptly, objectively, and as confidentially as possible. Employees are required to cooperate in any investigation. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited and shall be cause for termination.