I.   PURPOSE

This policy delineates Athlos Academy of Jefferson Parish's preemptive stance on employee harassment, including sexual harassment, and the appropriate action to take in reporting the harassment.

II.   DEFINITIONS

A. Harassment: Unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile work environment.

B. Sexual Harassment: According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

III.   POLICY

A. Athlos Academy of Jefferson Parish's position is that harassment is a form of misconduct that undermines the integrity of the employment relationship.

   1. Co-workers, supervisors, subordinates and non-employees can all initiate and be the target of unwelcome harassment.
   2. Sexual harassment can be initiated by a female or male, and may be directed to a female or male.

B. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.

C. Anyone engaging in harassing conduct will be subject to disciplinary action, up to and including involuntary termination.

D. Examples of harassment in the workplace include, but are not limited to the following:

1. Derogatory comments or jokes regarding a person's race, color, age, religion, creed, sex, national origin/ancestry, sexual orientation, citizenship, disability, physical appearance or any other legally protected characteristic or activity; or
2. The distribution or display of written or graphic materials which have the same effect.

E. Examples of sexual harassment include, but are not limited to:

1. Unwelcome sexual flirtations, touching, advances, favors, jokes, or propositions;
2. Verbal abuse of a sexual nature;
3. Graphic or suggestive comments about an individual's dress or body;
4. Sexually degrading names or words to describe an individual;
5. Sexually suggestive or insulting sounds or gestures, including whistling;
6. Creating, transmitting, viewing, storing or displaying in the workplace any sexually suggestive objects, pictures, electronic images or words; or
7. Suggestive or obscene letters, emails, texts, or notes.

F. Sexual harassment may occur in the following scenarios:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for employment decisions; and
3. Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive working environment.

G. Reporting Harassment

1. Report the incident immediately to the Lead School Administrator or designee.
2. Complete a written complaint using the *Employee Harassment Reporting Form*, accessible from Human Resources, or electronically linked to this policy, found on the school's website.
3. If the complaint involves the Lead School Administrator, the complaint should be filed directly with Human Resources.
4. Complaints under this policy will be investigated by Human Resources and/or the Lead School Administrator, in as confidential a manner as possible.

5. If an investigation confirms that harassment has occurred, Athlos Academy of Jefferson Parish will take corrective action as appropriate against the violator, up to and including termination of employment.

6. The Federal Equal Employment Opportunity Commission and the appropriate state agency investigate and prosecute complaints of harassment in employment.

7. In the event a complaint of harassment is found to be either maliciously raised or is without basis, appropriate disciplinary measures may be taken against the employee who brought the complaint.

Legal References:

Related Documents:
Employee Harassment Reporting Form