

406 EMPLOYEE NON-DISCRIMINATION POLICY

Prohibition of Harassment

Unwelcome or unwanted verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance, demeans another person, or which creates an intimidating, offensive or hostile work environment is not tolerated by Stonebridge World School. This includes harassment which is based on race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation public assistance status, genetic or family medical history, or any other protected classification under local, State or Federal law.

Any individual engaging in such conduct will be subject to appropriate action, including discipline up to and including termination.

Special Instructions

1. All new employees will be advised of our commitment to non-discrimination and prohibition of harassment by their supervisor and through their Personnel Policies manual.
2. All current employees will be advised of the Equal Employment Opportunity and Prohibition of Harassment Policies by their supervisor and through their Personnel Policies manual.
3. Supervisors will administer the functions of their departments to insure that equal employment opportunities are followed and that the policy on non-discrimination and prohibition of harassment is upheld.
4. All managers and supervisors will consider all applicants for employment and current employment on the basis of qualifications related to the specific job available.
5. Any employee who feels they have been harassed, discriminated against or denied an equal employment opportunity should bring such a complaint to the attention of their immediate supervisor, the Executive Director or the Board of Directors.

Complaints

An employee who believes he or she has been subject to prohibited discrimination or harassment must make his or her concerns known by:

1. Telling the person engaging in the discrimination, harassment, conduct or communications that the conduct or communication is offensive, against this policy, and must stop.
2. If an individual does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication has been unsuccessful, the employee should:
 - a. Inform the Executive Director of the discriminatory or harassing conduct. If the individual engaging in the offensive conduct is the Executive Director, the employee should instead inform the School Board Chair.

- b. Submit a written report, which sets forth the facts surrounding the discriminatory or harassing conduct or communication, to the Executive Director (or School Board Chair, if the report concerns the Executive Director).

Complaints of prohibited discrimination and harassment are investigated promptly and impartially by the Executive Director (or School Board Chair, if the report concerns the Executive Director).

The investigation may include interviews with the individual making the charges, the accused individual and possibly with appropriate witnesses.

Employees are required to cooperate in any investigation.

A timely resolution of each complaint should be reached and communicated to the parties involved.

Once the investigation has been completed, any individual found to have been out of compliance with the policy will be subject to disciplinary action, up to and including termination.

Retaliation

Stonebridge World School recognizes that false accusations of discrimination or harassment can have a serious impact, and such reports should not be made lightly or in circumstances which do not demonstrate good faith.

No retaliation will occur because an employee has, in good faith, reported an incident of actual or suspected discrimination, harassment, or other violation or planned violation of law.

Additional Information

Stonebridge World School recognizes that consensual relationships sometimes exist between employees. Such relationships should not interfere with any employee's job responsibilities, nor should such relationships contribute to an uncomfortable work environment. Inappropriate and/or disruptive conduct may lead to discipline up to and including termination.

Any questions regarding employee obligations and those of others under this policy should be directed to an employee's supervisor or the Executive Director.

Approved: October 2011
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