

STAFF AND VOLUNTEER SEXUAL HARASSMENT POLICY

last revised June 20th, 2019

I. General statement of policy

It is the policy of Colorado Springs Charter Academy to maintain a cooperative learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the Colorado Springs Charter Academy's staff to harass another staff member and/or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students and or staff through conduct or communication of a sexual nature. Such conduct will result in disciplinary action. The action taken in severe and/or chronic situations could include dismissal.

II. Definitions

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo* – Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical contact of a sexual nature all constitute quid pro quo when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment – is one in which unwelcome sexual advances, requests for sexual favors and/or verbal or other conduct of a physical nature occurs and such conduct has the purpose or effect of unreasonably interfering with an individuals work performance by creating an intimidating, hostile, and/or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances;
- Offering employment benefits in exchange for sexual favors;
- Making threat of reprisal after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, or displaying sexual objects, pictures, cartoons, or posters;
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress;
- Verbal sexual advances or propositions;
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations;

- Physical conduct such as touching, assault, or impeding or blocking movement; and
- Retaliation for reporting harassment or threatening to report harassment.

* Something given for something else

III. Reporting guidelines

1. Any employee or volunteer who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker, or by persons doing business with or for Colorado Springs Charter Academy should tell the offender that such conduct is unwelcome and unacceptable. If the behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee or volunteer must immediately report such conduct to a supervisor or CSCA board member.
2. Colorado Springs Charter Academy prohibits retaliation against any employee or volunteers who complains of sexual harassment or participates in an investigation. All aspects of the investigation of the complaint will be handled discreetly. However, it may be necessary to include others on a need to know basis.

IV. Investigation

All incidents of harassment that are reported will be investigated. The CSCA board will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as possible and may seek outside council as appropriated. A determination regarding the reported harassment will be made and communicated to the individual who complained and to the alleged harasser.

1. If a complaint of harassment is substantiated, appropriate corrective action will be taken. The appropriate action may include discharge. Appropriate action will also be taken to correct the effects of the harassment and to deter any further harassment.

V. Dissemination of policy and training

1. This policy shall appear in CSCA's staff handbook.
2. Signed copies of this agreement shall be kept in each employee's personnel file.
3. This policy will be reviewed at least annually for compliance with state law.