



Anti-Harassment Policy

Ancillae Assumpta Academy is committed to providing a school and work environment free from harassment of any kind. Such harassment is unacceptable conduct and will not be tolerated. The Academy's Anti-Harassment Policy prohibits sexual or other harassment based on race, sex, color, ethnicity, religion, national origin, disability, genetic information, pregnancy, national origin, citizenship, familial affiliation, age, military status, or sexual orientation or identity. The term "harassment" includes, but is not limited to, slurs, jokes, and other offensive verbal, graphic or physical conduct. The Academy expects that all employees and students take responsibility for ensuring that the school is free from all forms of harassment. Any verbal or physical conduct that harasses, disrupts or interferes with another individual's work performance or that creates an intimidating, offensive or hostile environment will not be tolerated.

This Policy applies to all persons involved in the operation of the Academy. It prohibits harassment by or toward students as well as harassment by or toward any employee of the Academy, including administration, faculty, staff, supervisors and co-workers. The Academy also will take all reasonable steps to prevent and eliminate harassment by or toward non-employees, including students, guests, visitors, vendors, suppliers, donors, volunteers, and anyone else who may have job-related contact with our employees.

Any questions about this policy should be brought to the Director.

Sexual Harassment

This Policy prohibits sexual harassment. For purposes of this policy, the term "sexual harassment" refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status as a student; or
- submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual's employment or status as a student; or
- such conduct has the purpose or effect of reasonably interfering with an employee's work performance or a student's school performance; or
- such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work or school environment.

Reporting Harassment

Any employee who believes that he or she has been subjected to harassment by any employee or member of the Ancillae Assumpta Academy community should immediately notify the Director. If the complainant is uncomfortable for any reason discussing such matters with the Director, or in the alternative, if the complainant is not satisfied after bringing the matter to the Director, the complainant shall report the matter promptly to the Provincial of the Handmaids of the Sacred Heart of Jesus.



ANCILLAE ASSUMPTA ACADEMY

The Director shall investigate complaints and take appropriate responsive action. Such investigations will be conducted promptly, impartially and confidentially. Any employee found to have violated the Anti-Harassment Policy will be subject to disciplinary action, up to and including discharge.

Non-Retaliation

All employees and students of the Academy are expected to act in good faith. There will be no retaliation in any form against any employee or student who brings a complaint in good faith under this policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Any individual who believes he or she is being retaliated against should immediately bring the matter to the attention of the Director.

Disciplinary action may be taken against individuals reporting a claim in bad faith. “Bad faith” does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith refers to individuals who submit a claim they know to be false, erroneous, for the purpose of hurting someone or damaging his/her reputation or other similar negative purposes (such as for their own personal gain).

Effective: 07/01/2020

Revised: