

## **OHVA Anti-Harassment and Discrimination Policy**

### All Forms of Harassment are Prohibited

OHVA values a professional environment where each employee is treated with respect and dignity. OHVA expressly prohibits any form of harassment based on sex (with or without sexual conduct), race, color, religion, pregnancy, national origin, ancestry, age, disability, sexual orientation, gender identity or expression, military status or status as a veteran, or based on any other protected activity.

In order to create a productive work environment free of bias, it is OHVA's policy that conduct by any employee that harasses, disrupts or interferes with another employee's work performance, or that creates an intimidating, offensive or hostile work environment, will not be tolerated.

It is important to remember that even humor, when interpreted by another as offensive, may constitute a form of harassment. Any employee found to have engaged in harassment will be subject to appropriate disciplinary action, up to and including termination. This policy applies to workplace conduct, conduct at school-sponsored functions or while on school business, and to employees at all levels and positions within the school. Individuals involved in a marital, dating, or comparable relationship will not be permitted to serve in supervisor/subordinate roles.

### Sexual Harassment

It is impossible to list all behaviors that could constitute sexual harassment. Generally, sexual harassment is unwelcome behavior (which may or may not include sexual conduct). Both males and females can be victims of sexual harassment by persons of the same or opposite gender.

Prohibited behaviors that may constitute sexual harassment include sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment
- B. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment
- C. Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment

### Harassment on the Basis of Race or Color

It is impossible to list all behaviors that could constitute harassment on the basis of race or color. Employees can be victims of harassment by members of the same or a different race.

Prohibited behaviors that may constitute race or color harassment include, but are not limited to:

- A. Verbal abuse, offensive gestures, comments, jokes or comments about a person's skin color.
- B. Use of a racially derogatory or threatening term (such as the "n" word), gesture (such as slanting eyes) or symbol (such as a noose or a burning cross).

- C. A favorable reference to the Ku Klux Klan.
- D. Statements reflecting racial stereotyping or bias, including a racial comparison to an animal.
- E. Depriving an employee of an employment opportunity by limiting, segregating or classifying the employee on the basis of race or color.
- F. Circulating, displaying, downloading, viewing or disseminating material (electronically or otherwise) which ridicules people of a certain race or color, regardless of whether it is directed at specific individuals.
- G. Retaliation against an employee for truthfully complaining about or reporting prohibited behaviors.

### **Harassment / Discrimination Complaint Procedure**

Employees are expected to treat co-workers with respect and to refrain from any conduct which may be construed as harassment. If you experience or observe any illegal harassment by employees, vendors, customers, or other third parties based on religion, age, sex, race, or any other factor, or if you believe that you have been treated in an unlawful, discriminatory manner, it is your duty to promptly report the incident to the Title IX Coordinator. You are not required to complain first to the person who offended you. If for any reason you are not comfortable reporting the incident to the Title IX Coordinator, or if you are not satisfied with the response, then you should bring the situation to the attention of the Head of School. Your complaint will be kept confidential to the extent possible, as determined by the school. While your initial complaint may be made verbally, the Title IX Coordinator may request a written statement of your complaint to facilitate the investigation of your complaint.

All employees are expected to cooperate in investigations of complaints by providing truthful information in response to any inquiry. OHVA prohibits any form of retaliation against any employee for filing a truthful complaint under this policy or for assisting in a complaint investigation. Retaliation may result in disciplinary action, up to and including termination. However, if after investigating any complaint OHVA should determine that the complaint was untruthful or that an employee has provided false information regarding the complaint, disciplinary action, up to and including termination, may be taken against such individual for filing an untruthful complaint or for giving false information. However, this is not meant to discourage employees from making truthful reports. In some situations, it may not be possible to determine whether harassment or discrimination has occurred.

OHVA will investigate complaints promptly, impartially, thoroughly and, to the extent possible, confidentially. The manner and extent of investigation is at the discretion of OHVA management, as deemed necessary. However, if an employee is not satisfied with the way a complaint or investigation is handled, he or she must bring this to the attention of Board of Trustees. In all cases, the employee making the complaint will be advised when an investigation has been concluded.