

Catalyst Academy Charter School

Sexual Harassment of Employees

Background

Catalyst Academy Charter School (Catalyst) is committed to maintaining a work environment for its professional, administrative and support employees that is safe and free from all forms of sexual harassment. Catalyst condemns and prohibits all unwelcome behavior of a sexual nature, including in particular, unwelcome conduct of a sexual nature which is either designed to extort sexual favors from an employee as a term or condition of employment or which has the purpose or effect of creating a hostile, intimidating or offensive work environment. Catalyst's prohibition of all forms of sexual harassment not only includes all Catalyst employees, but also encompasses all contracted individuals, visitors, vendors, volunteers and third parties in the Catalyst school. Catalyst also condemns and prohibits any retaliatory behavior against any complainants, witnesses or persons who participation of the investigation of such prohibited conduct.

Objective

It is the objective of this policy to communicate Catalyst's commitment that sexual harassment of employees in any manner is prohibited and will not be tolerated; to ensure that all reported or suspected acts of sexual harassment will be promptly, fully and impartially investigated and to institute appropriate disciplinary action including but not limited to reprimand, suspension or termination in accordance with laws and collective bargaining agreements, as applicable, whenever it is determined that sexual harassment has occurred.

Definitions

Prohibited "Sexual Harassment" is unwelcome conduct that is sexual in nature and includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or activities, sexual flirtation or propositions, sexually motivated physical contact and/or other inappropriate physical, verbal, graphic, visual or written conduct of a sexual nature (including electronically transmitted or communicated conduct) when:

1. Submission to the unwelcome conduct is explicitly or implicitly made a term or condition of an employee's employment status or progress;
2. Submission to or rejection of the unwelcome conduct by an employee is used as a basis for any employment decision affecting the employee;
3. Submission to or rejection of the unwelcome conduct by an employee is used as a basis for any decision affecting the employee regarding compensation, promotion, training or other benefits and services available at or through Catalyst; or

4. The unwelcome conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may occur male to female, female to male, male to male or female to female. Examples of conduct of a sexual nature (including electronically transmitted or communicated conduct) which may constitute prohibited sexual harassment include, but are not limited to:

1. Unwelcome touching of an individual's body or clothing;
2. Unwelcome sexual advances, propositions, flirtations, requests or pressure for sexual favors or activity;
3. Unwelcome leering or staring;
4. Graphic or suggestive comments about an individual's dress or body, or overly personal conversation;
5. Vulgar statements, sexual innuendoes or references to sexual activities;
6. Sexual slurs, epithets, sexually degrading words to describe an individual, verbal abuse or derogatory comments;
7. Unwelcome sexual jokes, stories, drawings, photographs, pictures or gestures;
8. Displaying or circulating sexually explicit materials or suggestive objects;
9. Spreading or circulating sexual rumors; and/or
10. Cornering or blocking an individual's normal movement in a sexual way.

Policy

It is the policy of Catalyst that all forms of sexual harassment of all school employees, contracted individuals, visitors, vendors, volunteers and third parties in the Catalyst school is strictly prohibited. All complaints or reports of alleged sexual harassment will be promptly, thoroughly and impartially investigated. Confidentiality of all parties shall be maintained to the extent consistent with Catalyst's legal and investigative obligations. Corrective action that is intended to eliminate the behavior and prevent its recurrence, including disciplinary action as may be appropriate, will be taken when allegations are substantiated. The initiation of a good faith complaint of alleged sexual harassment will not reflect negatively on the complainant. This Policy is in addition to and not in lieu of any other applicable Catalyst Policy, principles and procedures, and applicable laws. All of the above enumerated types of conduct are strictly prohibited, even if such conduct is not within the legal definition of sexual harassment.

Procedure

Any Catalyst employee, or any contracted individual, visitor, volunteer or third party in the Catalyst school who believes that he or she has been subjected to or has observed conduct constituting sexual harassment as described above should immediately report the alleged harassment to his or her supervisor, the Principal or the CEO. Any person who receives a report or complaint of alleged sexual harassment must immediately communicate the report or complaint to the CEO (except when the alleged perpetrator is the CEO, in which case the report or complaint should be communicated to the President of the Board of Trustees.) Catalyst, through the CEO or his or her designee, will promptly undertake a thorough and impartial investigation and attempt to resolve the situation. If Catalyst determines that unlawful harassment has occurred, prompt, effective remedial action will be taken to eliminate the harassing conduct and prevent future incidents of harassment. In addition, Catalyst will impose appropriate disciplinary action on the harassing party commensurate with the severity of the offense, up to and including possible termination of employment. Catalyst does not tolerate retaliation against any employee who has made a complaint of harassment or participated in the investigation of a complaint of alleged harassment. Any employee who believes that he or she has been subjected to retaliation for reporting harassment or participating in a complaint of alleged harassment should immediately report the retaliation in the manner set forth above. Any report of retaliation will also be promptly and thoroughly investigated in accordance with the procedure outlined above. If a complaint of retaliation is substantiated, appropriate disciplinary action, including possible termination of employment, will be taken. False allegations of sexual harassment will result in disciplinary action as may be deemed appropriate under the circumstances.

Administrative Responsibility

It shall be the responsibility of the Administration to:

1. Communicate to staff information to recognize, discourage and refrain from sexual harassment.
2. Inform Catalyst staff as to the reporting procedure when an employee believes that he or she has been sexually harassed.
3. Conduct a prompt, thorough and impartial investigation of all reports or complaints of alleged sexual harassment.
4. Impose prompt and effective remedial action, including disciplinary action as may be appropriate, in order to prevent future incidents of sexual harassment.

Communication

This policy shall be communicated to all Catalyst employees.

Adopted the 7th day of July, 2020