

## Crossnore School & Children's Home

<b>Policy Name:</b>	<b>Non-Harassment and Discrimination</b>
<b>Domain:</b>	<b>Human Resources</b>
<b>Policy Location:</b>	<b>Google Drive</b>
<b>Date of Original Adoption:</b>	<b>1/27/17</b>
<b>Effective Date:</b>	<b>1/1/17</b>
<b>Dates of Revision(s):</b>	<b>N/A</b>
<b>Current Version Verified By:</b>	<b>Board of Trustees</b>
<b>References:</b>	

Crossnore School & Children's Home believes that all employees are entitled to work in an environment free of unlawful harassment. Consistent with its legal and ethical obligations, Crossnore prohibits harassment or discrimination of applicants, employees, or anyone else on agency premises or agency time. It is our intent to maintain a work environment which is free of harassment, discrimination, or retaliation because of age (40 and over), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. Improper interference with the ability of Crossnore's employees to perform their job duties may result in discipline up to and including discharge. This prohibition includes harassment or discrimination of students/family members, volunteers, community representatives or any other persons with whom personnel have contact as representatives of Crossnore School & Children's Home.

### **Conduct Constituting Harassment/Discrimination:**

The term harassment, including sexual harassment, shall refer to, but is not limited to:

1. Any conduct, statement or action that is offensive, unwelcome, demeaning, rude, threatening and sufficiently severe or persuasive as to interfere with an individual's work performance;
2. Any such conduct, statement or action that creates an intimidating, hostile or offensive work environment;
3. Spoken or written words; offensive signs, objects or pictures; gestures; teasing; jokes and improper touching;
4. Threats or insinuations by a supervisor, either explicit or implicit, that an employee's refusal to submit to sexual advances will adversely affect the

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employee's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;

5. Threats or insinuations by a supervisor, either explicit or implicit, that an employee's acceptance of such advances will have a positive effect on the employee's status.

Supervisors should be aware that charges of harassment often develop from a consenting relationship between co-workers. Supervisors should govern their own conduct accordingly, whether on or off the job.

<b>Procedure-Non-Harassment and Discrimination</b>	
<b>Effective Date:</b>	<b>1/1/17</b>
<b>Dates of Revision(s):</b>	<b>12/9/16</b>
<b>Current Version Verified By:</b>	<b>Executive Team</b>
<b>References:</b>	

### **Reporting Procedures:**

All Crossnore School staff have the responsibility to maintain a discrimination and harassment-free work atmosphere. Accordingly, the general reporting procedures are as follows:

1. Any staff member who believes that he or she has been harassed by any person, including fellow supervisors, managers, owners, customers, vendors or suppliers, or who has observed harassment of other employees, shall report such conduct at once to their supervisor.
2. If a report to staff's supervisor is not appropriate, staff shall report such incidents to the Chief Human Resources Officer or designee.
3. If neither a report to staff's supervisor or to the Chief Human Resources Officer or designee is appropriate, staff shall report harassment to the Chief Executive Officer (CEO).
4. When the CEO is the subject of suspected violations of this policy, the report should be made to the Chair of the Board. Trustees who suspect harassment at any level should contact the Chair of the Board directly.
5. Any applicant or employee who believes that he or she has been denied a specific employment benefit, including, but not limited to, any raise, promotion, transfer, job

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assignment, employment or continued employment because he or she did not agree to or rejected any form of sexual proposition or harassment, shall report immediately to the Chief Human Resources Officer or designee or the CEO.

6. The Chief Human Resources Officer or designee shall investigate complaints promptly and confidentially. Reports of harassment or discrimination may be submitted on a confidential basis. Reports of harassment or discrimination will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. An investigation shall include, but not be limited to, discussion with complainant and defendant, and any and all witnesses.
7. The Chief Human Resources Officer or designee shall document the incident and all investigations in a written report. All reports shall become part of the parties' confidential personnel files.
8. The Chief Human Resources Officer or designee and the CEO shall review the findings of any investigations and additional information and shall determine corrective action.
9. The Chief Human Resources Officer or designee and the CEO shall notify all parties of their decision and shall implement and monitor that decision.

### **Termination:**

If an investigation confirms allegations of harassment, management shall have the option to suspend with or without pay or to terminate any employee who engages in conduct in violation of this policy.