

# **Tapestry Public Charter School Policy Manual**

## **Equal Employment Opportunity and Harassment Policy**

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:**

- I. PURPOSE**
- II. EEO POLICY**
- III. SEXUAL OR OTHER UNLAWFUL HARASSMENT**

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### **1. PURPOSE**

It is the policy of Tapestry Public Charter School that all individuals shall learn and work in an environment free of all forms of discrimination, including sex discrimination. Tapestry Public Charter School is committed to maintaining a workplace and learning environment that is free of inappropriate or unlawful conduct on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, genetic information, or other protected group status as provided by law. In keeping with this commitment, we prohibit the unlawful treatment of employees and students, including harassment, discrimination, and retaliation, by anyone, including any supervisor, coworker, student, contractor, subcontractor, vendor, client, visitor, customer, or agent. It is our policy to comply with all applicable federal, state, and local laws.

Tapestry Public Charter School will investigate all complaints, formal or informal, verbal or written, of alleged improper conduct and will discipline any individual who, in the course of his or her employment or involvement with the Tapestry, exposes another person to harassment or improper sexual conduct.

### **2. EEO Policy**

This Policy applies to all aspects of employment, including, but not limited to, recruitment, hiring, promotion, demotion, transfer, lay-off, recall, discipline, compensation, and benefits. Improper conduct also consists of misconduct that includes unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status or activity (e.g., opposition to prohibited discrimination or participation in the statutory complaint process) as provided for by law. This includes conduct by someone to another of the same gender. The School prohibits unlawful conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment. No one, including any supervisor, has authority to engage in such conduct.

If an employee or student feels that he or she has been subject to the type of conduct prohibited by this

Policy, he or she must report this conduct in accordance with the School's Complaint Procedure. Individuals should report any improper conduct before it becomes severe or pervasive, and should not wait until it rises to the level of an unlawful action.

### **3. SEXUAL OR OTHER UNLAWFUL HARASSMENT**

Sexual harassment is a form of sex discrimination that undermines the integrity of the educational and employment environment and violates Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. Accordingly, sexual misconduct perpetrated against or by employees is prohibited at Tapestry Public Charter School.

It is the policy of the School to maintain a work and learning environment that is free from sexual and other harassment. It shall be a violation of this policy for any employee of the School to harass another employee or a student, and it shall also be a violation of this policy for any student to harass another student.

Unlawful harassment can take many forms, including based on an individual's sex, as well as conduct based on race, age, or any other protected status. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on a protected class constitute harassment when (1) submission to the conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Inappropriate conduct may include explicit sexual propositions; sexual innuendo; suggestive comments; sexually oriented or racial "kidding" or "teasing;" "practical jokes;" jokes about gender-specific or disability-specific traits; foul or obscene language or gestures; displays of foul, obscene, or racial material; sexually-related emails and text messages; and physical contact, such as patting, pinching, or brushing against another's body. Any individual, including an employee or student, who feels he or she has witnessed or been subject to harassment, including harassment from other employees or a student, must follow the School's Complaint Procedure.