

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

4206 EMPLOYEE HARASSMENT

Purpose

This policy delineates Entheos Academy's preemptive stance on employee harassment, including sexual harassment, and the appropriate action to take in reporting the harassment.

Scope

- I. This policy applies to all Entheos Academy board members, board advisors, contracted employees, individuals representing contracted services and volunteers.

Definitions

- I. "Harassment" Unwelcome verbal, visual, written or physical conduct, which creates an intimidating or hostile work environment.
- II. "Sexual Harassment" According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - A. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
 - B. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
 - C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Policy

- I. Harassment
 - A. Entheos Academy's position is that harassment is a form of misconduct that undermines the integrity of the employment relationship.
 1. Co-workers, supervisors, subordinates and non-employees can all initiate and be the target of unwelcome harassment.
 2. Entheos Academy recognizes that both perpetrators and victims of sexual harassment may be of any gender.

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- B. Examples of harassment in the workplace include, but are not limited to the following:
 - 1. Derogatory comments or jokes regarding a person's race, color, age, religion, creed, sex, national origin/ancestry, sexual orientation, citizenship, disability, physical appearance or any other legally protected characteristic or activity; or
 - 2. The distribution or display of written or graphic materials which have the same effect.
- II. Sexual Harassment
 - A. Entheos Academy strongly opposes sexual harassment and inappropriate sexual conduct.
 - B. All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:
 - 1. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
 - 2. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
 - 3. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.
- III. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment.
- IV. Reporting Harassment
 - A. If you believe there has been a violation of the EEO policy or harassment based on the protected classes of Equal Opportunity Employment, including sexual harassment, please use the following complaint procedure. Entheos Academy expects employees to make a timely complaint to enable Entheos Academy to investigate and correct any behavior that may be in violation of this policy.
 - 1. Report the incident to the HR Director or the Executive Director, who will investigate the matter and take corrective action. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Entheos Academy Board Chair.
 - B. Entheos Academy prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation.
 - C. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

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- V. If Entheos Academy determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.
- VI. Administration is responsible for orienting employees, contracted employees, individuals representing contracted services to this policy.

REF: Utah Admin R477-15