



## **Sexual Harassment and Sexual Violence Policies and Procedures Moving Everest Charter School**

### **Harassment Free School Environment**

Moving Everest is committed to providing a learning and work environment that is free from all forms of discrimination and conduct that can be considered violent, harassing, coercive or disruptive (including sexual harassment and sexual violence). Actions, words, jokes or comments based on an individual's gender, race, color, creed, religion, national origin, age, disability, gender identification, sexual orientation, genetic information, veteran status or any other legally protected characteristic (referred to as "protected status") will not be tolerated. This will not be tolerated by employees, scholars or third-party vendors amongst any of these groups. All electronic actions and e-misconduct are subject to the same disciplinary action as conduct occurring in person, via telephone or print. Electronic actions may include conduct via internet, email, phone texts, and social media or any other electronic means.

**Sexual Harassment** – Sexual harassment is defined as unwanted sexual advances, body language or gestures, visual, verbal and/or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior and includes gender-based harassment of an employee, scholar, or third-party vendor of the same or opposite sex. If an employee, scholar, parent or third-party vendor experiences or witnesses sexual or other harassment in the business relating to Moving Everest Charter School, the incident should be reported immediately to the school Principal and the Director of Operations & Compliance so it can be investigated in a timely and confidential manner. The employee, scholar, parent or third-party vendor can raise concerns and make reports without fear of reprisal or retaliation. Any supervisor who becomes aware of possible or actual harassment must immediately advise the Director of Operations & Compliance. Moving Everest prohibits any form of discipline or retaliation for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports. All allegations of sexual harassment will be quickly and discreetly investigated by the Principal (relating to scholar incidents), the Director of Operations & Compliance (relating to incidents with adults) and the Moving Everest Charter School administrative team. To the extent possible, the confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee, scholar, parent or third-party vendor will be informed of the outcome of the investigation. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include but are not limited to: training, counseling, warning, suspension or immediate dismissal from employment or enrollment at Moving Everest. Anyone, regardless of position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge.



### **Workplace Violence Prevention**

Moving Everest is committed to preventing workplace violence (including all elements of sexual violence) and to maintaining a safe work environment. Conduct that threatens, sabotages, intimidates or coerces another employee, scholar, third party vendor or the public at any time will not be tolerated. This policy governs during business hours, during Moving Everest sponsored activities and events, off-duty periods or on or off its premises. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Moving Everest unless contrary to state law. All threats or actions by scholars, employees, or individuals relating to Moving Everest operations should also be reported as soon as possible to a supervisor. All threats and acts of violence should be reported as soon as possible to an employee's immediate supervisor and/or the Director of Operations & Compliance. When reporting a threat or action of violence, an employee should be as specific and detailed as possible. Anyone determined to be responsible for threats or actions of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or enrollment at Moving Everest Charter School. Depending on the violence severity, a potential notification may be given to civil authorities. All occurrences should be documented and submitted to the Director of Operations & Compliance.