

# Monument Academy Employee Policies

## SY 2020-21

### Sexual Harassment

Monument Academy strictly prohibits discrimination and harassment directed toward any employee, student or other person with whom Monument Academy has a professional or business relationship. Any form of discrimination or harassment related to an individual's protected status is a violation of this policy and will result in discipline, up to and including termination.

Monument Academy is committed to maintaining a professional work environment that is free from unlawful discrimination and harassment, including, but not limited to sexual harassment, whether in the office or in other work-related settings. Monument Academy prohibits discrimination and harassment of one employee by another employee, supervisor or manager, or a third party based on an individual's protected status.

Harassment is any offensive action directed at a person's protected status. Some examples of prohibited conduct directed at a person's protected status include, but are not limited to:

- Offensive verbal conduct, such as foul language, jokes, slurs, derogatory comments, or lyrics;
- Unwelcome sexual advances, such as requests for sexual favors, unwanted touching, or other verbal or physical conduct of a sexual nature;
- Offensive visual conduct, such as posting or circulating offensive written or visual material, including pictures, cartoons, drawings, photographs, emails, videotape, internet programs, or websites;
- Offensive physical conduct, such as touching, staring, or blocking movements; or
- Any other threatening or intimidating acts related to an individual's protected status or his or her reporting a violation of this policy.

Any person found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

Sexual harassment may include many forms of offensive behavior and gender-based harassment of a person of the same or different sex as the harasser, whether committed by another employee, a supervisor or manager, or a third party with whom Monument Academy has professional or business relationships. Examples of prohibited conduct include, but are not limited to, the following:

- Explicitly or implicitly offering preferential treatment with regard to an individual's employment status in exchange for sexual favors or sexual activity;
- Making or threatening reprisals after a negative response to sexual advances;
- Deliberate, repeated or unsolicited leering, sexual gesturing, or teasing;
- Displaying of sexually suggestive objects, pictures, cartoons, or posters;
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;

- Unwelcome or unwanted sexual advances or propositions;
  - Graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, emails, or invitations;
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- Physical conduct that includes touching, assaulting, or impeding or blocking movements; and
  - Unsolicited verbal or physical conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

All sexual advances (overt or otherwise) between staff and students are prohibited, on or off the grounds, regardless of the student's age. Romantic or sexual relationships between students and employees, or students and adult family members of employees, are strictly prohibited and will lead to the employee's dismissal.

Anyone in violation of Monument Academy's policy regarding harassment (including sexual harassment) or unlawful discrimination will be subject to disciplinary, up to and including termination.

## Equal Opportunity

Monument Academy is an equal opportunity employer and complies with all applicable federal, district, state, and local fair employment practices laws. Monument Academy values diversity and is committed to guaranteeing equal opportunity in the workplace. All policies, procedures, and terms or conditions of employment, including, but not limited to, recruiting, hiring, assigning work, compensation, benefits, training, promotion, transfer, and termination, are administered for all employees and job applicants without regard to race, color, religion, national origin, age, sex, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or any other protected characteristic under applicable federal, district, state, or local law (referred to as "protected status").

Monument Academy complies with applicable laws protecting job applicants and employees with disabilities. Monument Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship or a direct threat to safety. Employees who need a reasonable accommodation should submit a request in writing to the Human Resources Specialist.

## Drug-Free Workplace

Monument Academy will not tolerate the presence of alcohol at the workplace during work hours. Residents may have alcohol in their quarters for consumption on days when students are not on the premises as long as it is double locked.

The School will not tolerate drug use at Monument Academy. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, or being under the influence of alcohol or controlled substances is strictly prohibited while on duty, which includes any overnight duty, while on School premises or driving for School purposes. If you need to take a prescription drug that affects your ability to perform your job duties, you are required to discuss possible

accommodations with the Chief Operating Officer or Head of School. Employees found to be in violation of this policy will be subject to discipline, up to and including termination. Monument Academy reserves the right to require an employee to submit to drug testing in accordance with applicable law if Monument Academy reasonably suspects the employee is under the influence of drugs or alcohol while on duty, on School premises, or engaged in School related activities.

#### Smoke-Free Workplace Policy

Monument Academy is a smoke-free workplace. Monument Academy prohibits and will not tolerate smoking, vaping, or the use of any tobacco products in the workplace. This means that smoking is prohibited on all areas of the School's property and at any School-sponsored events, without exception. Signs stating the policy will be clearly posted on the perimeter of the property, at entrances, and other prominent places. Employees found to be in violation of this policy will be subject to discipline, up to and including termination.

### Staff Complaint Resolution Process

If an employee experiences or witnesses sexual or other unlawful harassment or discrimination in the workplace, he or she must report it immediately to his/her supervisor. If the incident involves your supervisor is not resolved satisfactorily, the reporting chain is as follows:

1. Department Director
2. Human Resources Specialist
3. Chief Operating Officer
4. Head of School
5. Board of Trustees

All allegations of unlawful harassment or discrimination will be promptly and thoroughly investigated. All complaints or reports will be kept confidential, to the extent possible. Monument Academy is committed, and may be required by law, to take action if it learns of potential harassment or discrimination, even if the aggrieved employee or student does not wish to formally file a complaint.

The employee complaining of or reporting unlawful harassment or discrimination is expected to also file an incident report with the School. To file an incident report, please log into your TalentEd Records account and complete the blank document entitled "Employee Incident Report." You will be asked to submit the report either for yourself or for another employee (whose name can be typed in), then add it as an eform. Once the form has been completed and submitted, it will go to the appropriate supervisor to be reviewed and signed off on. Finally, it will be sent to Human Resources for filing.

It is a violation of Monument Academy's policy to retaliate against a Monument Academy community member for making a good-faith complaint of harassment or for participating in the investigation of a complaint. This prohibition on retaliation extends to individuals who themselves are not complainants, but who participate in an investigation, for example, as witnesses or investigators. If a community member believes he or she has been retaliated against for making or assisting in the investigation of a complaint or report, contact the Head of School, Chief of Operations, or Human Resources Specialist immediately. Any community member who becomes aware of retaliatory conduct must immediately advise the Head of School, Chief of

Operations, or Human Resources Specialist so the conduct can be investigated in a timely and confidential manner. Anyone who is found after appropriate investigation to have engaged in a violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment.

## Whistleblower Policy

No employee who in good faith reports a violation under the Reporting Policy shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation under the Reporting Policy in good faith or who has participated in a review or inquiry conducted in response to such a report may result in progressive discipline, up to and including termination. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the School to promote a safe working environment.