

## EQUAL EMPLOYMENT OPPORTUNITY AND ANTI-HARASSMENT POLICY

**Equal Employment Opportunity (EEO) and Anti-Harassment Policy**

**Statement of Policy.** PCS is committed to providing and promoting equal opportunity for all employees and applicants. To this end, PCS will comply fully with the spirit, as well as the letter, of all applicable local, state, and federal laws and regulations implementing the national objectives of equal employment opportunity for all persons. PCS does not discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, domestic partnership, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other characteristic protected by law.

PCS's policies and personnel practices are intended to ensure that recruiting, hiring, and advancement are accomplished without regard to protected characteristics; that decisions on employment are made so as to further the principle of equal employment opportunity; and that all personnel actions involving a condition or privilege of employment are administered without regard to race, ancestry, color, religion, gender, sexual orientation, domestic partnership, marital status, national origin, age, disability, citizenship, veteran status, military service obligation, atypical heredity cellular or blood trait, genetic information, refusal to submit to a genetic test or to make available genetic test results, status as a smoker/non-smoker, or any other characteristic protected by law.

**Reasonable Accommodation for Disabled Employees/Applicants.** Any applicant or employee who, because of a handicap or disability (mental or physical), needs a reasonable accommodation to apply for employment or to perform the essential functions of his or her job should contact the Head of School.

**Discriminatory Harassment Prohibited.** PCS is committed to providing a work environment that respects the dignity and worth of each individual. In appropriate workplace behavior and harassment create conditions that are wholly inconsistent with this commitment. The purpose of the policy set forth below is not to regulate the personal morality of employees, but rather to allow a work environment that is free from all forms of harassment, whether that harassment is because of race, color, gender, sexual orientation, age, religion, national origin, disability, veteran status or any other characteristic protected by law.

Discriminatory harassment, including sexual harassment, will not be tolerated by PCS. This policy applies to all harassment occurring in the work environment whether on PCS's premises, or other work or PCS-related settings, and applies regardless of the gender of the individuals involved. This policy covers all employees of PCS, including applicants for employment and third parties over whom PCS has control.<sup>1</sup>

**Sexual Harassment Defined.** For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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<sup>1</sup> For example, it covers unlawful discriminatory harassment by non-employees (e.g., contractors or vendors) to the extent that PCS has control over such individuals and their conduct affects the work environment or interferes with the performance of work as described below.

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Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or

Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or

Such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Some examples of what may constitute sexual harassment are: threatening to take or take employment actions, such as discharge, demotion or reassignment, if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and repeated flirtations, propositions or advances; unwelcome physical contact; whistling; leering; improper gestures; tricks; horseplay; use of stereotypes; offensive, insulting, derogatory or degrading remarks; unwelcome comments about appearance; sexual jokes or use of sexually explicit or offensive language; gender or sex-base pranks; and the display in the workplace of sexually suggestive objects or pictures.

**Other Harassment Defined.** For purposes of this policy, other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on any characteristic protected by law, that:

Creates an intimidating, hostile, or offensive work environment; or

Unreasonably interferes with an individual's work performance.

Some examples of such harassment are: using epithets or slurs; mocking, ridiculing or mimicking another's culture, accent, appearance or customs; threatening, intimidating or engaging in hostile or offensive acts that focus on an individual's race, color, gender, religion, national origin, sexual orientation, disability, veteran status or any other characteristic protected by law, including jokes or pranks; the display on walls, bulletin boards or elsewhere on PCS's premises, or circulating in the workplace, of written or graphic material that denigrates or shows hostility or aversion toward a person or group because of an individual's race, color, gender, age, religion, nationality or national origin, genetic predisposition, sexual orientation, disability or handicap, marital status, veteran status or any other characteristic protected by applicable law.

The above list of examples is not intended to be all-inclusive.

**Consensual Relationships.** Consensual romantic and/or sexual relationships between an employee with supervisory authority, and any subordinate, including one not directly under the supervisor, compromises PCS's ability to enforce its policy against sexual harassment. Consequently, if such relationships arise, they will be considered carefully by PCS, and appropriate action will be taken. Such action may include a change in the responsibilities of the individuals involved in such relationships or reassignment within PCS to diminish or eliminate the supervisory relationship and workplace contact that may exist. Any supervisory employee involved in such a relationship is required to report the relationship to his or her supervisor, and to the Head of School.

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**Administration of EEO/Anti-Harassment Policy**

**Reporting Discriminatory Harassment.** PCS requires the prompt reporting of all incidents of discrimination and discriminatory harassment. If you believe you are being discriminated against or harassed or have observed discrimination or harassment, PCS requires you to promptly notify your supervisor or, if you prefer not to advise your superior, then to notify the Head of School, Charles Marsee. If at any time you feel it would be unreasonable to use this reporting procedure because of unusual or unique circumstances, PCS encourages you to discuss your concerns with Norma Byers.

**Investigation.** When an employee reports discrimination or harassment as specified above, PCS will undertake a prompt investigation as may be appropriate under the circumstances. The steps to be taken during the investigation cannot be fixed in advance, but will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigative process to the extent practicable and consistent with PCS’s need to undertake a full investigation.

**Resolving the Matter.** Upon completion of the investigation, appropriate remedial action will be taken, if necessary and support by the facts. Remedial action may include oral or written counseling, referral to formal counseling, disciplinary suspension or probation, or discharge from PCS.

**Non-Retaliation.** An individual who reports incidents, which, in good faith, the employee believes to be violations of this policy, or who is involved in the investigation, will not be subject to reprisal or retaliation. Retaliation is a serious violation of this policy and should be reported immediately. The report and investigation of allegations of retaliation will follow the procedures set forth in this policy. Any person found to have retaliated against an individual for reporting discrimination or discriminatory harassment or for participating in an investigation of allegations of such conduct will be subject to appropriate disciplinary action.

I hereby acknowledge my receipt and review of PCS’s Equal Employment Opportunity (EEO) and Anti-Harassment Policy.

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Signature

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Date