

# Discrimination, Harassment and Retaliation Policy

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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## Policy:

St. Joseph Academy is committed to providing a work environment free from discrimination and harassment. It is SJA's policy that all employees have a right to work in an environment free of discrimination and harassment based on sex, age, race, national origin, religion, disability, sexual orientation, marital status, or any other basis protected by state or federal law. SJA prohibits harassment of its employees in any form – by supervisors, co-workers, students, families or vendors.

The harassment or intimidation of any employees by supervisors, co-workers, and non-employees is not in harmony with the type of working atmosphere that we strive to develop and maintain at St. Joseph Academy. Harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee that, in the employee's opinion, impairs his or her ability to perform his or her job. Therefore, any harassing or intimidating conduct, including sexual harassment, or any other conduct that interferes with the employee's work performance by creating a hostile environment is strongly prohibited.

If you feel you have been discriminated against or harassed in any way, it is generally best to tell that person that you find such behavior offensive, that such behavior is against company policy, and that you want him or her to immediately stop. However, if you are uncomfortable taking this action, or if the conduct does not stop after you have warned the offending person, you should immediately contact your supervisor. If you feel you cannot seek help from your supervisor, then you should contact his or her supervisor, Human Resources or any other management personnel.

Every complaint will be investigated as promptly, thoroughly, and impartially as possible. We will protect the confidentiality of complaints to the fullest extent possible. If the investigation determines that discrimination or harassment has occurred, SJA will take immediate and appropriate action, up to and including termination.

SJA will not retaliate against any employee for complaining about discrimination or harassment. If you feel you have been retaliated against, follow the complaint procedure above. Any employee who engages in retaliation against another employee because of a complaint under this policy will be subject to disciplinary action up to and including discharge.

SJA will ensure that management take positive steps to comply with this policy. Management is required to be aware of potential discrimination situations, quickly resolve any discrimination issues that arise, and refrain from retaliation or harassment against any employee involved in the filing, investigation, or resolution of a discrimination claim.

All employees are required to cooperate fully with the investigation and resolution of all discrimination and harassment complaints.

Approved by:

  
President/CEO

Date

