

# Huaxia Chinese School at Bridgewater

## **Anti-Discrimination & Anti-Harassment Policy**

**This Policy is part of our commitment to comply with the objectives set forth in Title VII of the Civil Rights Act of 1964 and all other applicable Federal, State and Local Laws.**

Huaxia Chinese School at Bridgewater believes that each employee is entitled to work in an atmosphere that is free of discrimination or intimidation based on race, color, religion, age, national origin, nationality, ancestry, gender, disability, atypical hereditary cellular blood trait, genetic information, veteran status, affection or sexual orientation, marital status or familial status, or for any other reason prohibited by law.

Huaxia Chinese School at Bridgewater will not discriminate as described above in its employment-related practices, including recruitment, hiring, transfer, working conditions, compensation or termination.

Huaxia Chinese School at Bridgewater will not permit or tolerate sexual harassment of its employees or students by anyone, including trustees and officers, administrative staff members, teachers, parents and students.

Regulations issued by the federal Equal Employment Opportunity Commission describe sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The School will take prompt and positive action to ensure fulfillment of this policy in all areas. Any complaints of this nature should be reported immediately to the School Principal. In the event the individual is uncomfortable discussing the matter with the Principal, he/she may instead report the matter to any member of the Board of Trustees. Upon receiving the complaint, the School management will take appropriate measures, based on the nature of the occurrence, and conduct thorough investigations to determine the validity. All complaints will be treated with confidentiality and retaliation in any way, shape or form, for reporting such instances will not be tolerated. Anyone who violates the anti-discrimination and anti-harassment policy will be subject to disciplinary action, up to and including termination of employment.