



Harassment, Discrimination and Retaliation Policy

Equal Employment Opportunity (Anti-Discrimination)

It is the policy of Scholarship Prep to make all employment decisions on the basis of merit. Employment decisions are based on an individual's qualifications as they relate to the job under consideration. Scholarship Prep's policy prohibits unlawful discrimination based on race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender expression, gender identity, age, sexual orientation, military or veteran status, medical condition, or any other basis made unlawful federal, state or local laws, ordinances, or regulations. Scholarship Prep is an equal opportunity employer and strictly prohibits discrimination by any employee involved in the operations of Scholarship Prep, including managers, supervisors, and co-workers.

This policy pertains to all aspects of employment, including, but not limited to, recruitment, hiring, training, promotion, termination, compensation, and benefits. **All such discrimination is unlawful.**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, Scholarship Prep will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result to Scholarship Prep. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Executive Director or the Principal and request such an accommodation, specifying what accommodation he or she needs to perform the job. Scholarship Prep will analyze the situation, engage in interactive process with the employee, and respond to the employee's request.

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

Violations of this policy may result in disciplinary action, up to and including termination.

Scholarship Prep is committed to providing a work environment free of unlawful harassment. Scholarship Prep prohibits harassment based on race, religious creed (which includes religious dress and grooming practices), color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. All such harassment is unlawful.

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This policy pertains to all aspects of employment, including, but not limited to, recruitment, hiring, training, promotion, termination, compensation, and benefits. This policy applies to all persons involved in the operation of Scholarship Prep, including supervisors, co-workers, and third parties. Scholarship Prep will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees including administrators, vendors, parents, independent contractors, and other third parties.

Conduct that is prohibited under this policy includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, emails, internet sites, or gestures.
- Threats and demands to submit to sexual requests in order to keep your job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Other threats and demands based upon any other prohibited basis.
- Retaliation for having reported or threatening to report unlawful harassment in good faith.
- The above conduct includes communications via electronic media of any type (including, but not limited to, social media, text messaging, or e-mail).

You have a right to redress for unlawful harassment. If you believe you have been subjected to unlawful harassment, please follow the complaint procedure outlined below. Employees must report conduct prohibited by this policy whether or not they are personally involved.

Violations of this policy may result in disciplinary action, up to and including termination.

Retaliation

Scholarship Prep prohibits retaliation against any employee because of the employee's opposition to a practice or conduct the employee reasonably believes to be unlawful or because of the employee's lawfully protected participation in an investigation or proceeding. Any retaliatory adverse action because of such opposition or participation may be unlawful and will not be tolerated. **All such retaliation is unlawful.**

If you believe you have been subjected to unlawful retaliation, please follow the complaint procedure outlined below.

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Complaint Procedure—Discrimination, Unlawful Harassment, and Retaliation

Scholarship Prep encourages employees to report all incidents believed to be unlawful discrimination, harassment, or retaliation, regardless of whether they are the alleged victim, a witness, a bystander, or otherwise. If you believe that you have been subjected to any form of unlawful conduct, or if you have knowledge of such unlawful conduct, submit a complaint, preferably writing, to your supervisor or any other Scholarship Prep administrator.

If these individuals are not available, or in the event that you believe that one of these individuals has engaged in inappropriate behavior in violation of Scholarship Prep policies, submit a complaint to any other supervisor or the Executive Director and report your complaint as soon as possible. In addition, supervisors must report any and all conduct of which they are made aware, which violates, or may violate, this policy to the Principal, or the Executive Director.

All complaints submitted pursuant to this policy should be done in writing, but they may be done verbally. Your complaint should be specific, should include the names of individuals involved and the names of any witnesses. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

Upon notice of such a complaint, Scholarship Prep will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” During the investigation, Scholarship Prep will provide regular progress updates, as appropriate, to those directly involved. Scholarship Prep will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected. Because of the seriousness of a complaint of prohibited discrimination, harassment, or retaliation, any employee who **knowingly** and **intentionally** submits a false complaint may be subject to disciplinary action, up to and including termination.

If the Executive Director (or assigned designee) determines that unlawful conduct or a violation of Scholarship Prep policy has occurred, Scholarship Prep will take appropriate remedial measures commensurate with the severity of the offense. Any employee determined by Scholarship Prep to be responsible for unlawful discrimination, harassment, and/or retaliation will be subject to appropriate disciplinary action, up to and including termination. Action will also be taken to deter any future violations of Scholarship Prep policy and ensure a work environment free from unlawful discrimination, harassment, and retaliation.

There will be no retaliation against any employee who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Employees who believe that they have been unlawfully discriminated against, harassed, and/or retaliated against

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can also file a complaint with the California Department of Fair Employment and Housing (“DFEH”) and/or the Federal Equal Employment Opportunity Commission (“EEOC”). These agencies may accept, investigate, prosecute, and remedy complaints. The address and telephone numbers for these agencies are listed in the government sections of your telephone directory or online.

Student Policy

Discrimination

All students shall have equal opportunities in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and any other school activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision.

In physical education, when objective standards have an adverse effect on students because of their gender, race, ethnic group or disability, other standards shall be used to measure achievement and create comparable educational opportunities.

Unlawful Harassment

The Corporate Board of Directors prohibits intimidation or harassment of any student by any employee, student or other persons associated with Scholarship Prep. All staff and volunteers shall be alerted and directed to immediately respond to student conduct that may interfere with another student’s ability to participate in or benefit from school services, activities, or privileges.

Students who harass or discriminate against other students shall be subject to appropriate counseling and discipline, up to and including expulsion. An employee who permits or engages in discrimination or harassment may be subject to disciplinary action, up to and including dismissal.

Any student who feels that he or she is being harassed or discriminated against should immediately contact any staff member. Any alleged incidents of harassment or discrimination will be reported to the Principal. The student and/or parent may file a complaint in writing pursuant to Scholarship Prep’s complaint procedure outlined below.

Reporting:

Any student, parent/guardian, or other individual who believes that a student or student group has been subjected to harassment or who has witnessed such conduct, may report the conduct verbally to any school employee or administrator, and/or file a formal written complaint via email. The Principal is responsible for investigating incidents of harassment, notifying parents/legal guardians, and issuing discipline consistent with Scholarship Prep’s policies.

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Complaints should include the name of the reporting person, the specific nature and date of the misconduct, the names of the alleged victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint.

A staff member who receives a report of harassment, shall, within one school day or as soon as possible thereafter, report this to the principal. In addition, any school employee who observes any incident of harassment involving a student shall, within one school day or as soon as possible thereafter, report this observation to the principal; whether or not the victim makes a report.

Investigation:

Parents and students can rely on staff to promptly investigate each complaint in a thorough and confidential manner. Upon receiving the report, the principal or designee will conduct an investigation using the information provided. After a report or complaint is made, the principal or designee shall determine whether interim measures are necessary to stop, prevent or address the effects of bullying or intimidation, including retaliation, harassment or bullying during and pending any informal resolution and/or investigation. Measures may include placing students in separate classes or transferring a student to a class taught by a different teacher. Interim measures will be implemented in a manner that minimizes the burden on the individual who was the target of bullying or intimidation.

The principal or designee shall interview individuals who have information relevant to the investigation, including but not limited to, the subject of the complaint and, where appropriate, his or her parents/guardians, the person accused of bullying or intimidation, anyone who witnessed the reported conduct, and anyone mentioned as having relevant information. At no time should the alleged perpetrator and victim be interviewed together.

The Scholarship Prep official conducting the investigation shall notify the alleged victim and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Principal. Scholarship Prep prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Hate-Motivated Behavior

Scholarship Prep desires to protect the right of every student to be free from hate-motivated behavior. Scholarship Prep prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices, or immigration status.

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Scholarship Prep shall provide age-appropriate instruction to help promote an understanding of and respect for human rights, diversity, and tolerance in a multicultural society. Scholarship Prep shall provide strategies to manage conflicts constructively and in a restorative manner.

Any student who believes s/he is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with the procedures as described in this policy. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law and Board policy.

Scholarship Prep shall provide counseling, guidance, and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.