

Non-Discrimination Policy regarding Title IX Compliance

Title IX Coordinator

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Non-Discrimination

Audubon Schools is committed to an environment in which all individuals are treated with respect and dignity. Every person has the right to work and learn in an atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Audubon Schools expects that all relationships among persons in the organization will be respectful and free of bias, prejudice, horseplay, excessive teasing and harassment.

Audubon Schools has developed this policy to ensure that all members of the community can work and learn in an environment free from unlawful harassment, discrimination and retaliation. Any questions regarding this policy should be directed to the Title IX Coordinator.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex (including pregnancy), sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Audubon School's policy to provide a professional work and learning environment free of sexual and other harassment. To that end, harassment of Audubon School's employees, students, parents or volunteers by management, supervisors, coworkers, or nonemployees in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Audubon Schools will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment. "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendos; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex (including

pregnancy), sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

Definition of Sexual Harassment. “Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; *or*
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; *and*
- Discussion of one’s sexual activities.

All should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated.

Complaint Procedure. Anyone who believes he or she has been subjected to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint in writing. You may, but are not required to, address the issue with the person you feel is discriminating against or harassing you. Complaints should be brought directly to the Title IX Coordinator. Similarly, if you observe acts of discrimination toward or harassment of anyone else, you are requested and encouraged to report this to the Title IX Coordinator.

No reprisal, retaliation, or other adverse action will be taken against a person for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to the Title IX Coordinator.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. All complaints will be handled expeditiously.

If the investigation confirms conduct contrary to this policy has occurred, Audubon Schools will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination for employees, expulsion for students and restriction from the school for other persons in addition to any appropriate criminal reporting.

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