

# ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY

## PURPOSE

Kalos Academy is committed to the principles of equal educational access, equal employment opportunity, and fair treatment of all individuals, and it complies with all applicable laws which prohibit discrimination and harassment. It is the policy of Kalos Academy not to discriminate against any individual on any basis prohibited by law and not to tolerate harassment on any such basis. Kalos Academy will dismiss anyone found to have violated this policy.

## DEFINITIONS

**Harassment:** Harassment is strictly prohibited. Harassment is verbal or physical conduct based on a protected characteristic (see “Policy” below for protected characteristic examples) that creates an intimidating, hostile, or offensive working environment or that interferes with an individual’s work performance. Harassment may include, but is not limited to, slurs, epithets, disparaging remarks or jokes, as well as written or graphic material that denigrates or shows hostility to an individual because of a protected characteristic.

**Sexual Harassment:** While all forms of discrimination and harassment are prohibited, it is important to describe the protection against sexual harassment in greater detail, since it is often misunderstood and has a special legal definition. In addition to conduct based on hostility as described above, sexual harassment consists of unwelcome sexual advances, requests for sexual acts or favors, or other physical or verbal conduct or visual displays of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment (e.g. hiring, compensation, advancement, promotion or retention); 2) submission to or rejection of such conduct by an individual is used as a basis for making employment decisions concerning the individual (e.g. treating a staff member or student favorably for engaging in such conduct or unfavorably for refusing to engage in the conduct); 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 environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt pressure for sexual favors; sexual jokes; innuendos; advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess or sexual deficiencies; display of sexually suggestive objects or pictures; and other physical or verbal conduct of a sexual nature.

Any harassing behavior directed by a Kalos affiliate towards another affiliate will lead to the immediate dismissal of the Kalos affiliate who committed the violation. It is also essential to understand that any such behaviors towards any of our students, implicating not their employment with Kalos but their advancement in our education program or advancement in education outside our program, is strictly prohibited. Entering into a consensual romantic relationship with any student is strictly forbidden under Kalos policy. Any Kalos affiliate found to have harassed a student, or to have pursued a romantic relationship with a student, will be dismissed immediately.

## LAW

Kalos Academy is a New Jersey non-profit corporation. As such, relevant law governing all of its affiliates, in all of their work with each other or students, is the New Jersey Law Against Discrimination (LAD). For more information about these laws, see here:

<https://www.nj.gov/oag/dcr/employ.html>. Kalos affiliates should be aware that, depending on their geographic location, and that of any other affiliate or student at the time of an interaction, the laws of other jurisdictions and of the United States will apply.

## POLICY

Kalos Academy strictly prohibits discrimination in all terms, conditions, or privileges of affiliation with our program, including recruiting, assignment, promotions, demotions, transfers, discipline and termination, and any form of harassment, based on race, color, religion, national origin, citizenship, gender (including pregnancy, childbirth and related medical conditions), age, disability, sexual orientation, marital status, military/veteran status, genetic information or any other characteristic protected by applicable law.

Kalos is also committed to providing reasonable accommodations to qualified individuals with disabilities, and to providing reasonable accommodations for religious beliefs and practices, all in accordance with applicable law. No adverse action will be taken against any person for exercising his or her rights under applicable law, making a good faith complaint, or assisting in an investigation under this policy. Retaliation for any such protected activity is strictly prohibited.

## REPORTING ALLEGATIONS

Kalos Academy expects all perceived incidents of discrimination, harassment, or retaliation to be reported immediately, regardless of their severity, and regardless of the alleged offender's identity or position. Individuals who believe they have witnessed or experienced any form of discrimination, harassment, or retaliation should discuss their concerns with their manager or Kalos leadership (at the email below). In addition, Kalos encourages individuals who believe they are being subjected to such conduct to advise the offender(s) promptly that his, her, or their behavior is unwelcome and to request that it be discontinued. This is not, however, a requirement prior to making a complaint, and it is not a substitute for the complaint procedure.

All complaints will be investigated promptly and fully. Such an investigation will typically include interviews of the person(s) making the complaint, the person(s) accused of discrimination or harassment, and other person(s) who may have relevant knowledge. If Kalos Academy finds that prohibited conduct has occurred, it will take effective and appropriate remedial action. Such action will include discipline up to and including suspension or termination of anyone found to have violated this policy. All complaints of discrimination or harassment and any information received during the course of the investigation and the resolution of the investigation will be kept strictly confidential and made available for review only by those with a legitimate need to know, as determined by Kalos Academy in its sole discretion, unless required by law to be divulged.

## CONTACT

Please contact [info@kalosacademy.org](mailto:info@kalosacademy.org) with questions.

Kalos ACADEMY