

ILLINOIS MATHEMATICS AND SCIENCE ACADEMY

**SECTION G
PERSONNEL**

ANTI-HARASSMENT

The Illinois Mathematics and Science Academy (IMSA) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IMSA expects that all relationships among persons in the work environment will be professional and free of bias, prejudice and harassment.

Policy

It is the policy of IMSA to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, age, national origin, ancestry, citizenship status, pregnancy, disability, genetic information, marital status, political affiliation, amnesty, arrest record, military status, unfavorable discharge from the military, or status as a covered veteran in accordance with applicable federal, state and local laws. IMSA prohibits any such discrimination or harassment.

IMSA encourages reporting all perceived incidents of discrimination or harassment. It is the policy of IMSA to promptly and thoroughly investigate such reports. IMSA prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Definitions of Harassment

1. Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined in the Equal Employment Opportunity Commission (EEOC) Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (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 by an individual 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 work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes or innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

2. Harassment on the basis of any other protected characteristic also is strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, age, national origin, ancestry, citizenship status, pregnancy, disability, genetic information, marital status, political affiliation, amnesty, arrest record, military status, unfavorable discharge from the military, status as a covered veteran, or any other characteristic protected by law or that of his/her relatives, friends, or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to epithets, slurs or negative stereotyping; threatening or hostile attacks; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites, etc.

3. Bullying, regardless of the intention of the bully, also is strictly prohibited. Under this policy, bullying can be in the form of the following behaviors:
 - (i) verbal bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks
 - (ii) physical bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
 - (iii) gesture bullying: non-verbal threatening gestures, glances which can convey threatening messages
 - (iv) cyber bullying: harassment that occurs via the internet, cell phones or other devices; using communication technology to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the internet

- (v) exclusion: socially or physically excluding or disregarding a person in work-related activities

Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to IMSA (e.g. vendors, contractors).

Conduct prohibited by this policy is unacceptable in the workplace and any work-related setting outside the workplace, such as business trips, business meetings and business-related social events.

Reporting an Incident

IMSA encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the alleged offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor or a member of the human resources department. See IMSA's Complaint Procedure.

Summary

IMSA has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. IMSA will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular protected characteristic from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of IMSA prohibit disparate treatment on the basis of protected characteristics, with regard to terms and conditions of employment. These prohibitions are intended to complement those policies, not to form the basis of an exception to them.

Employees in need of further information on this policy should contact the Human Resources Department.

ADOPTED: January 22, 2014