

## Willow Creek Academy

AR 4119.11

### Sexual Harassment

It is the policy of Willow Creek Academy that all of its employees be free from sexual harassment. Employees are to review Willow Creek Academy's policies concerning sexual harassment including the definition of sexual harassment and a description of the types of conduct that are considered to be sexual harassment.

This SEXUAL HARASSMENT COMPLAINT FORM is to be used when sexual harassment is to be investigated. Appropriate disciplinary or other action can be taken when the facts show that there has been sexual harassment.

Employees of Willow Creek Academy may file the completed SEXUAL HARASSMENT COMPLAINT FORM with the Head of School or Board President.

The Head of School or designee will undertake every effort to handle the investigation complaint in a confidential manner. In that regard, the Head of School or designee will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation the Head of School or designee will need to disclose portions of your factual allegations to potential witnesses, including anyone identified as having knowledge of the facts on which the complaint is based, as well as to the alleged harasser.

By filling out and signing SEXUAL HARASSMENT COMPLAINT FORM the employee authorizes Willow Creek Academy to disclose to others the information provided herein, and information that may be provided by the complaining employee in the future. Detailed information provided by the employee is critical for the Head of School or designee to be able to address the complaint satisfactorily.

Charges of sexual harassment are taken very seriously by Willow Creek Academy both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that reports are factual, accurate and as complete as possible.

Employees are asked to cooperate fully with the investigation as the complaint is addressed.

Adopted: 2/11/09

Amended: 4/19/18

Adopted: February 11, 2009 (embedded in BP 4119.11)

Amended: