

Brevard Academy - A Challenge Foundation Academy (BA-CFA) is committed to providing a work environment in which its employees and students are treated with courtesy, respect and dignity, and are free of harassment, whether sexual, threatening or discriminatory in nature. It is illegal and against School policy for any employee to make unwelcome sexual advances, requests for sexual favors, and other verbal, written, *teasing, jokes*, or physical conduct of a sexual nature; *to use foul or offensive language*; or to create an intimidating, hostile, or offensive working environment through physical or verbal conduct relative to an employee's gender, religion, age, national origin, or disability.

Any employee engaging in harassing activity will be subject to disciplinary action, including suspension and/or termination. Employees who believe that they are being subjected to harassment must immediately report the incident to the School Director, in his absence, the Dean of Students or Chairperson of the Board of Directors, who will conduct a thorough investigation and determine what action will be taken. The identity of the employee making a report will be kept confidential to the greatest extent possible. Any administrator who becomes aware of possible sexual or other unlawful harassment should promptly advise the Chairperson of the Board of Directors.

This policy has been established to ensure employees that the issue of harassment will be dealt with in a prompt and confidential manner. Employees will not be penalized for reporting an incident or for participating in the investigation.

***Any information provided shall be kept confidential to the greatest extent possible or practical. However depending on the nature and or criminal investigation confidentiality cannot be guaranteed.***