

5. Harassment & Discrimination Policy

Star Service & Study Abroad
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Amherst, Massachusetts
Summer 2017 Program

First Name _____ Last Name _____
College _____ Class Year _____
Email Address _____ Phone Number _____
Permanent Street Address _____
City _____ State _____ Zip Code _____

This Non-Discrimination and Anti-Harassment Policy and Complaint Procedures policy will be issued to all current participants and new participants.

SSSA has a zero tolerance for any form of harassment and discrimination from and/or between staff, participants, and any people engaged with us during the program. The most productive and satisfying work, study, and internship environment is one in which work is accomplished in a spirit of mutual trust and respect.

All participants have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of a participant's race, color, creed, ancestry, national origin, age (40 and over), disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use or nonuse of lawful products away from work is expressly prohibited under this policy.

Definitions

Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of work and internship relationships and causes serious harm to the productivity, efficiency and stability of our organization. Discrimination is adverse treatment of any participant based on the protected class or category of persons to whom she/he belongs, rather than on the basis of his/her individual merit, with respect to the terms, conditions, or privileges of employment including, but not limited to hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate that employee or participant.

In general, harassment means persistent and unwelcome conduct or actions on any of the bases underlined above. Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual

assault is a sexual act against the will and without the consent of the victim or where the victim is incapable of giving consent.

Recognizing Harassment

Harassment may be subtle, manipulative and is not always evident. It does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and is personally offensive. All forms of gender harassment are covered. Men can be sexually harassed; men can harass men; Women can harass other women. Offenders can be managers, supervisors, co-workers, and non-employees such as clients or vendors. Harassment can manifest in both verbal and nonverbal forms.

Verbal

Jokes, insults and innuendoes (based on race, sex, age, disability, etc.), degrading sexual remarks, referring to someone as a stud, hunk or babe; whistling; cat calls; comments on a person's body or sex life, or pressures for sexual favors. Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols are all examples of verbal harassment.

Nonverbal

The following are some examples that constitute nonverbal harassment: gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, racist or other derogatory cartoons or drawings. Unwelcome or inappropriate physical contact, comments, questions, advances, jokes, epithets or demands; Displays or electronic transmission of derogatory, demeaning or hostile materials; and unwillingness to train, evaluate, assist, or work with any persons based on some perceived aspect of their identity.

Sexual harassment

Is a form of harassment that consists of making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical acts of a sexual or sex-based nature where such conduct interferes with any person's work performance or creates an intimidating, hostile or offensive working environment.

Sexual harassment may also occur where a supervisor/manager demands that an employee/subordinate satisfy sexual demands in order to receive job benefits, to continue employment, or as a basis for making any other employment decision. Such sexual harassment occurs between a manager/supervisor and an student/employee due to the nature of the manager/subordinate relationship. A manager/supervisor for this purpose is someone who can affect or impact a student/employee's terms, conditions, or privileges of employment/academic privileges because she/he can take or impact action such as hiring, firing, promoting, disciplining, scheduling, training, or deciding how to compensate or grade that student/employee.

Grievance and Reporting Procedure

Any SSSA participant who believes they are or have been harassed, or who becomes aware of harassment, should promptly notify the director(s). If the participant believes the supervisor is the harasser, the another supervisor should be notified. If a participant is uncomfortable discussing harassment with his or her

supervisor, any SSSA participant may make a complaint to any of the individuals listed below: **Brittini Howard (SSSA Co-Director), Nialena Ali (SSSA Co-Director), and Eric Opoku Agyemang (CHF CEO).**

It is imperative that all management and supervisory personnel promptly report any discrimination, harassment, retaliation or sexual assault that they observe, learn about from others, or reasonably suspect has occurred with respect to an participant. Upon notification of a harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary with any persons who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.

Non-retaliation

This policy prohibits retaliation of any kind against any persons bringing a complaint or assisting in the investigation of a complaint. Such persons may not be adversely affected in any manner related to their internship/employment. Any form of retaliation against anyone who has complained of or formally reported discrimination, harassment, or sexual assault, or has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else violates both this policy and applicable law. Examples of retaliation include termination, demotion, refusal to promote, or any other adverse action that would discourage a reasonable person from opposing perceived discrimination.

Disciplinary Action

SSSA views harassment and retaliation to be among the most serious breaches of work and study place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.

SSSA expects directors, managers, assistants, and other personnel to serve as models of appropriate conduct for students, and will hold them to a higher standard of accountability. SSSA expects directors, managers, assistants, and other personnel not only refrain from actions that violate this policy, but also refrain from any activity that would give the appearance of impropriety.

SSSA is committed to enforcing this Non-Discrimination and Anti-Harassment Policy and Complaint Procedures at all levels in order to create an environment free from discrimination, harassment, retaliation and/or sexual assault.

By signing this document, I have read, understand, and agree to the terms above.

Signature _____ Date _____