

<h1>SEVEN GENERATIONS CHARTER SCHOOL</h1>	SECTION: EMPLOYEES
	TITLE: 362 – EQUAL EMPLOYMENT OPPORTUNITY
	ADOPTED: December 5, 2011
	REVISED:

Policy	<p>Seven Generations Charter School (“Charter School”) has been and remains committed to the principle and practice of equal employment opportunity for all persons without regard to race, color, religion, age, sex, sexual orientation, ancestry, national origin, handicap, disability or Vietnam era veteran status, consistent with job qualifications and safe performance of work requirements. Charter School seeks to recruit, hire and place into available jobs the most qualified persons and to administer personnel matters such as compensation, benefits, promotion, training, layoffs, discipline, termination and Charter School sponsored educational, social and recreational programs in accordance with this policy. In addition to applying equal employment principles in all its personnel decisions, Charter School is committed to affirmative action to assure equal opportunity. It shall take positive steps to make its policy known and to encourage all qualified minorities, women, handicapped persons, and covered veterans to seek employment with or advancement within School.</p>
Delegation of Responsibility	<p>The Board of Trustees of Seven Generations Charter School authorizes the Chief Executive Officer (CEO) or his/her designee to enforce this policy</p>
Guidelines	<p>All administrators, supervisors and managers shall be made aware of this policy and shall fulfill their responsibilities in a manner which reflects and fosters Charter School’s equal employment policy. All other employees are expected to conduct themselves at work in a way consistent with this policy. All employees are expected to deal fairly and courteously with one another to ensure a work environment free of intimidation and harassment. Ethnic, racist, or sexist slurs or other personal derogation not related to legitimate factors concerning work are offensive and unacceptable employee behavior. Sexual harassment is also a form of unlawful and unacceptable sexual discrimination and includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.</p> <p>Any employee who violates this policy commits misconduct for which appropriate discipline may be imposed, up to and including termination. Any employee who believes s/he has been subjected to unlawful discrimination or harassment should make a complaint to her/his immediate supervisor or, if appropriate, the CEO in writing. Employees are encouraged to contact the CEO for information on making complaints. Employees with complaints as to the CEO may proceed to the Board directly if the issue is not addressed by the CEO.</p>