

In accordance with California Assembly Bill 500, below is an excerpt from The Gooden School's Employee Handbook regarding interactions with students.

Prohibition of Harassment Policy

The Gooden School is committed to maintaining a work environment free from ALL forms of harassment and to insist that all employees are treated with dignity, respect, and courtesy. We strive to provide a workplace free of sexual or any other type of harassment, based on such factors as race, religion, creed, color, national origin, ancestry, age, medical condition, marital status, sexual orientation, job classification or disability.

The Gooden School will not condone or tolerate sexual harassment or any other form of prohibited harassment of any type by any employee. The School will promptly and thoroughly investigate any complaint of sexual or other types of harassment and take appropriate corrective action if warranted.

The Gooden School will also take reasonable steps to prevent discrimination and unlawful harassment from occurring. Sexual or other unlawful harassment in employment violates The Gooden School's policies and is prohibited under Title VII of the Civil Rights Act and the California Fair Employment and Housing Act.

Harassment in employment, including sexual, racial and ethnic harassment, as well as any other harassment forbidden by law, is strictly prohibited by The Gooden School. Employees who violate this policy are subject to discipline, including possible termination. Racial, ethnic and other forms of prohibited harassment include, but are not limited to:

- Visual conduct, including displaying of derogatory objects or pictures, cartoons, or posters
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes

In addition, sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth or related medical conditions, and also includes sexual harassment of an employee of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct, including leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct, including making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct, including touching, assault, impeding or blocking movements
- Using nicknames or terms of endearment with a racial or sexual connotation
- An employee being fired or denied a job or an employment benefit because the employee refused to grant sexual favors or because he or she complained about the harassment
- An employee reasonably quitting his or her job to escape harassment; or an employee being exposed to a hostile work environment

Definition of Harassment

Harassment includes verbal, physical, or visual conduct that creates an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance. Harassment may also include

unwelcome, offensive racial or ethnic slurs, jokes, or similar conduct including but not limited to the display of cartoons, posters or other materials.

Definition of Sexual Harassment

Federal law defines sexual harassment as unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually suggestive nature. Such conduct constitutes sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as the basis for personnel decisions, including but not limited to appraisals, promotion, salary increases, and termination; or (3) such behavior has the purpose or effect of interfering with an individual's performance on the job or creating an intimidating, hostile or offensive working environment. California law defines sexual harassment as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior.

Employee's Duty To Report/Whistleblower Policy

The Gooden School requires employees to maintain high standards of ethical conduct at all times. As representatives of the School, employees must practice honesty and integrity in fulfilling their responsibilities and complying with all applicable laws and regulations. In addition, all employees are responsible for reporting violations or suspected violations in accordance with this Whistleblower Policy.

No employee who in good faith reports a violation of the Employee Handbook or any applicable laws and regulations shall be subjected to harassment, retaliation or adverse employment consequences. An employee who retaliates against someone who has reported a violation in good faith shall be subject to discipline up to and including termination of employment. This policy is intended to encourage and enable employees and others to raise serious concerns with in the School before seeking resolution outside the School.

Should an employee become aware of or suspect any violation of the Employee Handbook, or any applicable law or resolution, he/she is encouraged to speak with his/her supervisor. If the employee is not comfortable speaking with his/her supervisor, or is not satisfied with his/her supervisor's response, he/she should speak with the Head of School or another supervisor, manager with whom the employee is comfortable.

All School employees are responsible for helping to assure that we maintain a harassment-free environment. If you feel that you, another applicant or employee, or an independent contractor have or has been harassed in violation of this policy, you should immediately notify your supervisor, or any other supervisor or manager of The Gooden School, including the Head of School, the Assistant Head of School or the Business Manager.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Anyone filing a complaint concerning a violation or suspected violation of the law must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the law. Any allegations that prove not to be substantiated and which prove to have been made out of maliciousness or knowingly to be false will be viewed as a serious disciplinary offence.

Investigation Policy

All complaints of harassment will be promptly, thoroughly, objectively and confidentially investigated. The results of the investigation will be communicated to the complaining employee, to the alleged harasser and, if appropriate, to others directly concerned. If harassment is found to have occurred, appropriate disciplinary action, up to and including termination, will be taken against the harasser and further harassment prevented. Appropriate action will be taken to remedy the injury, if any, to the employee subjected to the harassment.

The Gooden School will not allow retaliation against anyone who has expressed a concern about harassment or who has participated in an investigation. Retaliation against any employee for making a complaint or participating in an investigation is strictly prohibited and is cause for discipline including the possibility of termination of employment for cause. If you believe that you have been retaliated against for making a complaint or participating in an investigation, please report this to your supervisor or management personnel including The Head of School, or the Assistant Head of School. Regardless of whether the action occurred on or off School premises, if you believe that you have been discriminated against or you have been harassed by a co-worker, supervisor, agent, vendor or parent/guardian; have witnessed possible discrimination and/or harassment; or if you believe that the School or another employee has violated any applicable law in the conduct of the School's business, you have a duty to immediately bring the incident(s) to the attention of the Head of School. Any supervisory or managerial employee who receives such a complaint must promptly report it the Head of School.

The description of the incident(s) can be given verbally or in writing. The matter will be thoroughly investigated, with confidentiality maintained to the extent possible. After reviewing the evidence, a determination will be made concerning whether reasonable grounds exist to believe that discrimination, harassment and/or a violation of law has occurred. It is the obligation of all employees to cooperate fully in the investigation process. The persons involved will be advised of the determination, if appropriate.

The School will take action to deter any future discrimination, harassment and/or violation of law. The School considers any discrimination, harassment, and/or violation of law to be a serious offense which can result in disciplinary action for the offender, up to and including discharge. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing discrimination, harassment and/or a violation of law to the attention of management.

The Gooden School wants to assure all of its employees that measures will be undertaken to protect those who complain about discrimination, harassment and/or a violation of law from any coercion, intimidation, or retaliation due to their reporting an incident or participating in an investigation or proceeding concerning such an incident. If any employee believes that the above procedure has not resolved a complaint of discrimination or harassment, that employee may contact the California Department of Fair Employment and Housing (DFEH) at (800) 884-1684 to determine the location of the branch of the DFEH that is nearest to the employee to file a claim within one (1) year of the date that the discrimination and/or harassment occurred.

Workplace Violence Policy

The Gooden School is committed to providing a workplace that is free from acts of violence or threats of violence. Employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Employees are also required to report all instances of workplace violence, or suspected workplace violence, to the Head of School, the Assistant Head of School, or the Business Manager.