



Discrimination and Harassment

Colorado Early Colleges (CEC) prohibits unlawful discrimination and/or harassment based on age (40 and over), race, sex, color, religion, creed, national origin or ancestry, childbirth, disability, military status, sexual orientation, gender identity, or any other status protected by applicable state or local law. This policy applies to all CEC employees, students, and non-CEC employees, such as vendors, consultants, and contractors.

Sexual Harassment

CEC prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or education;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or education; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees, students, and non-employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, or e-mails;
- Verbal form such, as comments, jokes, foul or obscene language of a sexual nature, gossiping or asking questions about another's sex life, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcomed touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Abusive Conduct

CEC does not tolerate abusive conduct or bullying in the workplace. Abusive conduct is generally defined as repeated, health-harming mistreatment of an employee or student; abusive conduct that is verbally abusive; threatening, humiliating, or intimidating; or interference that prevents work from getting done. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless it is especially severe and egregious.

Complaint Procedure

Individuals who believe there has been a violation of this policy should follow the complaint procedure outlined in CEC's Network Grievance policy.

Under this policy, CEC prohibits retaliation against an employee for filing a complaint in good faith or for assisting in a complaint investigation. In cases where a perceived or actual retaliation for making a complaint under this policy or participating in an investigation occurs, please follow the procedures outlined in CEC's Network Grievance policy.

If CEC determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Notice and Training

To reduce harassment and ensure a respectful school environment, this policy will be included in each school's Student and Family Handbook as well as in the CEC Employee Handbook. And comprehensive Harassment training will be conducted annually for all CEC staff.