Anti-Discrimination/Harassment Policy

All have the right to be treated with respect and dignity. AGMA supports employees’ right to work in an environment free from any harassment or discrimination. It is AGMA’s policy that no employee may harass another on the bases of race, creed, color, national origin, or sex.

Sexual harassment is behavior directed towards either male or female on the basis of gender, and can include sexual advances, requests for sexual favors, or verbal and physical conduct of a sexual nature when:

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

While it is not possible to list all of those circumstances that constitute sexual harassment, the following are examples of conduct that, if unwelcome, may constitute harassment depending on the circumstances.

• Sexual advances—whether they involve physical touching or not;
• Requests for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits;
• Use of sexual epithets, written or oral references to sexual conduct, gossip regarding one’s sex life; comments on an individual’s body, comments about an individual’s sexual activity, deficiencies or prowess;
• Displaying sexually suggestive objects, pictures, cartoons;
• Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
• Inquiries into one’s sexual experiences or sexual orientation;
• Discussions of one’s sexual activities; and
• Assault or coerced sexual acts.

Anyone who believes that he or she has been subjected to sexual harassment should inform the Vice President of Education Services immediately.

Any reported incident will be investigated promptly and thoroughly. While each investigation will proceed as the particular circumstances warrant, an investigation will at a minimum involve an interview with the employee making the complaint and interviews with persons identified as witnesses or otherwise having knowledge of the incident or conduct. All persons will be instructed to treat the investigation as confidential and not to discuss the allegations with other persons, particularly those not involved in the incident or conduct. Also, all persons will be informed that it is unlawful and AGMA will
not tolerate any form of retaliation directed towards an individual who makes a complaint or who participates or cooperates in an investigation.

If, as a result of the investigation, it is determined that any individual engaged in conduct that either constitutes harassment or otherwise violates AGMA’s policies, appropriate remedial or disciplinary action will be taken. Such actions could include (among others) eliminating contact between the parties involved in the incident, mandated training and/or counseling, demotion or termination. The Director of Education will also meet with the parties involved to make certain that any improper conduct has stopped, and that there has been no discrimination or retaliatory action.

An environment free of sexual harassment is not only the law; it is fundamental to the culture of AGMA. While we hope that anyone who believes that he/she has been sexually harassed will immediately bring the matter to the attention of his/her supervisor and/or the individuals designated above.