

SSB Kids! Sexual Harassment Policy statement



State and federal law specifically prohibits sexual harassment of employees and students in connection with their employment by or enrollment in schools. At SSB Kids! and Kids In Motion Academy we strictly adhere to these rules for the safety of our students and staff. This policy sets forth the rules to be followed by all students, employees and other associates with regard to the issue of sexual harassment.

In the case of an employee of SSB Kids!, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, favors and other verbal or physical conduct of a sexual nature by one employee towards another employee which:

- A. is made an explicit or implicit term or condition of an employee’s employment, or;
- B. Is issued as a basis for employment decisions affecting that employee, or;
- C. Has the purpose or effect of unreasonably interfering with an employee’s work performance, or creating an intimidating, hostile or offensive working environment.

In the case of a student of SSB Kids! “sexual harassment:” is defined as unwelcome sexual advances requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student.

All students, employees, or associates are strictly prohibited from engaging in any form of sexual harassment of any student, employee, applicant for employment, vendor or representative. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Such penalties shall be imposed based on the fact taken as a whole and the totality of circumstances such as the nature extent, context and gravity of such activities or incidents.

Any student or employee who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subject to sexual harassment shall immediately report such incidents, in person and in writing (with signature) to a supervisor or to the CEO of SSB Kids! If this report must be made after hours then the above individuals may be contacted at home. In order to encourage full, complete and immediate reporting of such prohibited activities any person may report such incidences in writing and anonymously by certified mail. All such reports must state the name of the alleged harassing student, employee or associate, the specific nature, context of the prohibited activity, the dates and places of the prohibited activity and any other necessary information for a full report.

Any employee who is subjected to job related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Anti– Discrimination Act and may report such incidents to school officials, and at the employees option, to the United States Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission

The Supervisor or CEO upon receiving a report formal or informal of sexual harassment shall do the following as quickly as possible.

- A) obtain a statement both oral and written from the individual who is alleged to have been sexually harassed. This information should include but not be limited to the name of the alleged harassing student, employee or associate, the person (s) being harassed, the specific nature, context of the prohibited activity, the dates and places of the prohibited activity and any witnesses.
- B) Take appropriate and reasonable steps to separate and protect the individual who is allegedly being sexually harassed from the alleged harasser, until the matter can be fully investigated and appropriate remedial steps taken.
- C) Conduct a full and complete investigation to the extent reasonably possible regarding the alleged sexual harassment, which would include but not be limited to, interviewing the individual allegedly harassed, any witnesses, review of any supporting documents and interviewing the alleged harasser.
- D) Report allegations to appropriate authorities including law enforcement and DHS.

Do's and Don'ts:

- 1. Never be alone in the building with a student or employee
- 2. Always stay in open viewing areas, rather than behind closed doors
- 3. No dirty or sexual connotations or jokes
- 4. No giving of excessive gifts to students or employees
- 5. Age level appropriate hugs to children, side hugging when ever possible
- 6. Do not allow students or employees to sit on laps
- 7. Document any and all potential violation of policy
- 8. Communication must be public and professional
- 9. SSB Kids! strongly discourages private fraternizing after hours with students or minors, i.e babysitting, transportation, home visits without supervision. Employees who chose to participate in such fraternization may be subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits (as permitted by law) and termination. Such penalties shall be imposed based on the fact taken as a whole and the totality of circumstances such as the nature extent context and gravity of such activities or incidents.
- 10. Out side contact with students must have parental supervision
- 11. Do not share overly personal information with students