

**Harassment and Discrimination Policy for Employees and Volunteers of:
MATCH CHARTER PUBLIC SCHOOL
THE CHARLES SPOSATO GRADUATE SCHOOL OF EDUCATION, INC.
THE MATCH FOUNDATION, INC.**

Guiding Value

Match Charter Public School, The Charles Sposato Graduate School of Education, Inc. (“CSGSE”), and The Match Foundation, Inc. (collectively, “Match Education”) is committed to providing a professional work and school environment free from all forms of discrimination and conduct that could be considered harassing, coercive, bullying or disruptive, including sexual harassment.

Policy

Our policy is straight forward and zero tolerance. We do not discriminate or tolerate any form of harassment in our workplace or on our campuses on the basis of race, color, sex, sexual orientation, age, national origin, physical or mental disability, religion, veteran status, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities, or in employment and application for employment. Questions about sex discrimination and Title IX should be directed to the Title IX Coordinator at TitleIXCoordinator@matcheducation.org. We expect employees and volunteers to treat each other with the dignity and respect each of us deserves. Supervisors are expected to maintain work and learning environments free of intimidation and harassment and to respond immediately and appropriately to any complaints of harassment.

Sexual harassment of employees, volunteers or students occurring on any of the campuses of Match Education or in other settings in which employees, volunteers or students may find themselves in connection with their affiliation with Match Education is unlawful and will not be tolerated by this organization. To achieve our goal of providing an environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees, volunteers or students.

Each employee and volunteer is expected to adhere to the policy and to report any incidents of harassment against employees or volunteers of Match Education or students of Match Charter Public School or CSGSE. Because Match Education takes allegations of harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action up to and including dismissal where appropriate. Retaliation against an individual who has complained about harassment, and retaliation against an individual for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated by this organization.

Please note that while this policy sets forth our goals of promoting an environment that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of harassment.

Definition

Title VII of the 1964 Civil Rights Act prohibits employment discrimination based on race, color, religion, sex, or national origin. The Equal Employment Opportunity Commission (EEOC) is the federal agency that enforces Title VII. It investigates, mediates, and may file lawsuits on behalf of employees.

According to the EEOC, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. It is verbal, physical or visual behavior where the purpose or effect is to create an offensive, hostile or intimidating environment.

Some examples of sexual harassment are:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions regarding an employee or as a basis of educational, disciplinary, or other decisions affecting a student; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance, education or participation in extra-curricular activities by creating an intimidating, hostile, humiliating or sexually offensive environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment. Furthermore, sexual violence, including rape, sexual assault, sexual battery and sexual coercion are also forms of sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances -- whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Dissemination of sexually explicit voice mail, emails, graphics, downloaded material or websites
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

Reporting

If you are being harassed, are aware of harassment against other employees or volunteers of Match Education or students of Match Charter Public School or CSGSE, or are the victim of retaliation, you should report the conduct immediately. Do not give in to sexual advances, or any other illegal harassment, even if you are threatened with losing a promotion or your job.

Reporting the incident is a critical step in stopping the harasser, not only from harassing you but also from possibly harassing others. Write down when the incident(s) happened and any details so that you don't forget. Be prepared to tell exactly what happened, when it happened and if anyone else saw or heard the incident.

Report any incidents of harassment immediately by notifying your supervisor or Jennifer Block, at 215 Forest Hills Street, Jamaica Plain, MA 02130, jbblock@matcheducation.org or (617) 921-4765. These persons are also available to discuss any concerns you may have and to provide information to you about our policy on harassment and our complaint process. Reporting may be done in writing or orally.

Response

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner, even if the employee or volunteer requests that we not investigate his or her claim. Complainants and alleged perpetrators will be told that Match Education will keep the complaint confidential to the extent practicable under the

circumstances, that a prompt, neutral investigation into the allegations will take place, and that Match Education will not tolerate any form of retaliation against the complainant for having made the complaint or against other employees or volunteers for cooperating with the investigation.

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. However, it may not be possible to withhold the complainant's identity from the alleged harasser if such confidentiality obstructs our ability to conduct a fair and thorough investigation or interferes with the alleged harasser's federally protected due process rights. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed the harassment or retaliation. Every person interviewed will be informed that the investigation is confidential and should not be discussed with co-workers. Match Education will also include a review of any documents, journals, recordings, photographs, voice mails, e-mails, telephone records, or other items that may be relevant to the allegations of harassment.

During the investigation, it may be necessary for Match Education to take measures to separate the alleged harasser from the complainant in order to eliminate from the workplace the harassment about which the complainant has complained. Match Education will monitor any interim measures that it takes throughout the investigation.

We will document any complaints of sexual harassment and take notes during interviews. Match Education will create a confidential investigative file separate from personnel files and maintain records relating to the incident for as long as the alleged perpetrator is employed at Match Education. When we have completed our investigation, we will prepare a final written report documenting our findings and inform the complainant and the alleged harasser of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action. Such action may range from counseling to dismissal, and may include such other forms of disciplinary action, as we deem appropriate under the circumstances. Match Education will follow-up with the complainant and any witnesses to verify that that the conduct has not resumed and that such individuals have not suffered any retaliation. If you are a supervisor and fail to report or respond to complaints of harassment, or fail to act on knowledge of a violation of this policy, discipline up to and including termination may result.

Sexual harassment of minors may violate criminal laws or constitute child abuse under state law. Match Education will comply with all legal requirements governing the reporting of suspected criminal violations and cases of child abuse to the appropriate authorities.

In addition to the above, if you believe you have been subjected to sexual harassment you maybe file a complaint with either or both of the following local government agencies. Each of the agencies has a short time period for filing a claim.

United States Equal Employment Opportunity Commission,
JFK Federal Building,
475 Government Center
Boston, Massachusetts, 02203
800-669-4000

Massachusetts Commission Against Discrimination,
Boston office at One Ashburton Place
Sixth Floor, Room 601
Boston, MA 02108,
617-994-6000

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