

## **Art School of Columbia County Policy Statement on Sexual Harassment**

Sexual Harassment is forbidden in the workplace. The Art School of Columbia County (ASCC) is committed to enforcing this policy so that all employees and volunteers may work in an environment that is free of discrimination.

Sexual Harassment is an unlawful practice. It is also a violation of:

- Section 703 of Title VII of the Civil Rights Act of 1964, as amended
- Parts of the Civil Rights Law of 1991 and
- The New York State Human Rights Law

ASCC also complies with the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination on the basis of sex. Sexual harassment is a form of employee misconduct. ASCC will take disciplinary action against:

- ASCC Board members, staff, and volunteers who commit acts of sexual harassment
- ASCC Board members, supervisory staff and managers who knowingly allow such behavior to continue.

Sexual Harassment is: (1) any unwelcome sexual advance, (2) request for sexual favors or (3) other verbal or physical conduct of a sexual nature. It is against the law when:

- 1) Submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment
- 2) Submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- 3) The conduct has the purpose, or effect, of unreasonably interfering with an affected person's work performance or creating an intimidating, hostile, or offensive work environment.

All ASCC Board members, employees, supervisors, managers, and volunteers should review the pamphlet issued by the NYS Office of the Attorney General: "Sexual Harassment in the Workplace."

Any ASCC Board member, employee, student, or volunteer can direct inquiries about sexual harassment to ASCC's Board President or Executive Director; please see ASCC's "contact us" page for how to contact them. ASCC responds to all complaints of sexual harassment.

Any person may also contact the Office of the NYS Attorney General Civil Rights Bureau 120 Broadway, New York, NY 10271 (212) 416-8250 or email [civil.rights@ag.ny.gov](mailto:civil.rights@ag.ny.gov)

A copy of this policy will be posted on ASCC's website.

*Approved by ASCC Board of Directors May 12, 2016*