



# STEVEN PAPAGEORGE

## HAIR ACADEMY

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### POLICY ON SEXUAL HARASSMENT AND VIOLENCE

A prompt investigation will be made on a confidential basis and appropriate action will be taken.

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or any verbal, written, or physical conduct of a sexual nature. This behavior constitutes sexual harassment when:

1. Submission to conduct is a condition of a person's employment or academic standing.
2. Submission or rejection of such conduct is used for academic or employment decisions affecting an individual.
3. Such conduct unreasonably interferes with and individuals performance or creates and intimidating, hostile, or offensive working environment.

### GUIDANCE AND COUNSELING

Any student or staff member is encouraged to discuss possible sexual harassment with the President. All discussions will be kept confidential. President may offer resolution to individual problems or take further action such as:

1. Report to authorities.
2. With prior written approval from person bringing complaint, meet with both parties to determine a workable solution.
3. Initiate disciplinary actions or termination procedures.

### FALSE CHARGES

If it is determined that a complaint was made with the knowledge that the facts were false, the President may handle as deemed necessary. This may include disciplinary action, termination of employment or expulsion from school.