



## **SCA POLICIES AND PROCEDURES**

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### ***HARASSMENT (NON-SEXUAL)***

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SCA prohibits all forms of harassment of one employee by another employee, supervisor, or third party. This prohibition includes harassment based on race, color, sex, national origin, age, disability, or genetic information.

While it is not easy to define harassment in a precise and comprehensive way, it would include slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and forms of teasing.

Any SCA employee who feels that he/she is a victim of such harassment should immediately report the matter to his/her administrative supervisor or any other member of the administrative team. The appropriate Academy representative will investigate all such reports with utmost confidentiality. Adverse action will not be taken against an employee who, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, and potentially dismissal.

*Scottsdale Christian Academy does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or genetic information. As a private covenant Christian school with a mission to maximize the God-given potential of each student, the law protects SCA's freedom to exercise its religion in employment and admissions decisions.*