

Non-Discrimination and Whistleblower Policy

Highline Schools Foundation expressly prohibits any form of unlawful discrimination or harassment against its employees and/or applicants based on race, color, religion, national origin, gender, age, sexual orientation, disability, or other class protected by applicable law.

Some examples of harassment prohibited by this policy are the following activities pertaining to an individual's protected class, as set forth above:

1. Offensive remarks, comments, jokes, slurs, threats, or verbal conduct.
2. Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.
3. Behavior or action which interferes with an employee's ability to perform work assignments or which results in or creates a hostile or intimidating work environment.
4. Sexual Harassment – includes, but is not limited to, sexual advances, requests for sexual acts or favors and other physical conduct of a sexual nature when:
 - a. Submissions to such conduct is made either explicitly or implied as a term or condition of an individual's employment.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
 - c. Such conduct is severe and pervasive and has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Highline Schools Foundation also prohibits retaliation, which includes threatening an individual or taking any adverse action against an individual for (1) reporting in good faith a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Highline Schools Foundation intends for all employees to have an environment free from harassment, discrimination and retaliation, whether by another employee or by a non-employee (vendors, contractors, external guests, etc.). Any employee who experiences or observes harassment, discrimination, or retaliation in violation of this policy should report it to his/her immediate supervisor, to the Executive Director, the President, or to any other member of the Board of Trustees. Highline Schools Foundation will investigate such complaints promptly. No employee will be penalized or retaliated against for reporting in good faith improper conduct, harassment, discrimination, retaliation, or other actions considered violations of this policy. Violations of this policy shall subject an employee to disciplinary action up to and including termination. Likewise, there will be disciplinary measures if in fact it is determined that the incident and thus the accusation were fabricated