



# Language & Friendship

## Harassment Policy

### 1. Prohibition Against Harassment, including Bullying and Sexual Harassment

Harassment, including Bullying and Sexual Harassment, are prohibited in any Language & Friendship (L&F) work environment, or on any L&F arranged travel program. For any L&F travel program involving K-12 students, this policy does not replace or override the policies of the specific school or school district; rather it applies in conjunction with any such policies.

### 2. Policy Scope

This policy applies to and covers the conduct of all L&F employees, L&F travel participants, and members of the L&F community. This policy also pertains to usage of electronic technology and electronic communication.

### 3. Definitions

*3.1 Travel participant.* Anyone traveling on an L&F arranged or coordinated program.

*3.2 Employee.* Anyone employed by or acting as an agent for L&F.

*3.3 L&F community.* Anyone associated with an L&F travel participant while traveling or participating in an L&F program.

*3.4 Harassment, Bullying.* Written, verbal or physical conduct that adversely affects the ability of an individual(s) falling in the scope of this policy to perform their work duties or participate in or benefit from L&F's programs or activities because the conduct is so severe or because of the reasonable fear of physical harm. This includes conduct that is based on an individual(s)'s actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may not be listed here.

Note that due to cultural and language differences the use of certain terminology by a foreign language speaker including but not limited to: non-preferred gender pronouns, is not in and of itself considered harassment or bullying.

*3.5 Sexual harassment.* Written, verbal or physical conduct including, but not limited to, requests for sexual favors or unwelcome sexual behavior that adversely affects the ability of an individual(s) falling in the scope of this policy to perform their work duties or participate in or benefit from L&F's programs.

Note that due to cultural and language differences some actions and gestures by a foreign national including but not limited to: standing close when speaking, hugging, kissing on the cheek as a greeting, are not in and of themselves considered harassment or bullying.

#### **4. Notice**

This policy is included in L&F's Administrator Packet and in L&F's Leader Guidebook, is posted on L&F's website, and is referenced in L&F's Program Expectations.

#### **5. Reporting Harassment, Bullying, or Sexual Harassment**

All allegations of bullying, harassment, or sexual harassment shall be reported to the teacher or coordinator leading the group, or to the director of L&F. If not originally submitted to L&F's director, all reports will be passed on to the director.

#### **6. Anonymous Reports**

Reports may be filed anonymously. However, disciplinary action cannot be taken solely based on an anonymous report. Anonymous reports will be investigated with the same procedure, timeliness and vigor as other reports and disciplinary action can occur based on the results of the investigation.

#### **7. False Reports**

Anyone who knowingly files a false report of harassment, bullying, or sexual harassment will be subject to disciplinary action.

#### **8. Retaliation**

Retaliation or threats of retaliation meant to intimidate the victim of harassment, bullying, or sexual harassment; or toward those investigating the incident will not be tolerated.

#### **9. Investigation of Harassment, Bullying or Sexual Harassment**

Once reported, the director or a designated staff member will promptly investigate any allegation of harassment, bullying, or sexual harassment in a timely manner. Appropriate disciplinary action will be determined following the conclusion of the investigation.

#### **10. Discipline and Remediation**

*10.1 Travel and program participants.* Disciplinary actions for harassment, bullying or sexual harassment may include but are not limited to, warnings to curtail the conduct, a loss of opportunity to participate in L&F's travel program, i.e. cancellation. In the case of cancellation, program payments may be forfeited and if travel has commenced the participant will be sent home at their own expense.

*10.2 Employees.* Disciplinary actions for harassment, bullying or sexual harassment may include but are not limited to, warnings, suspension or termination.

*10.3* In either case, the specific consequences should be consistent, reasonable, fair and age appropriate and match the severity of the incident as determined by the director of L&F and when appropriate, by outside agencies.