

Harassment Policy

Basis

God calls each person in the ministry of CAJ to a life of holy living. The Scriptures contain countless references that command believers to flee immorality of every kind. Ephesians 5:3 & 4 states that “among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed because these are inappropriate for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving.” However, we live in a broken and fallen world, and the opportunity for sin to enter our school’s life is real. This policy serves to remind us of this and to provide the procedures to follow if God’s standard should be broken.

It is the policy of the Christian Academy in Japan to maintain a workplace free of any type of harassment based on ethnic, religious, physical or gender differences. Such harassment is absolutely prohibited and is subject to appropriate disciplinary action.

Definition

Sexual harassment occurs when unwelcome sexual behavior creates a hostile work environment and includes, but may not be limited to, conduct that involves unsolicited sexual advances, requests of a sexual nature. In particular, sexual harassment occurs if:

1. submission to such conduct is made 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 individual.
3. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or of creating an intimidating, hostile, or offensive working environment. (Equal Employment Opportunity Commission: official definition)

Procedure

If you believe in good faith that there has been a violation, the following steps should be taken:

1. Make a verbal and written report as soon as possible to your principal, headmaster, board chairman, or a member of the board executive committee.
2. Include the name of the person involved, dates of harassment, times, places and any physical evidence such as letters or taped phone conversations.

All reports of harassment will be investigated promptly, confidentially and thoroughly. A written report of the investigation will be made to the executive committee of the board which will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action up to and including discharge, will be taken where it is determined that sexual harassment did occur. The executive committee decision may be appealed to the grievance committee by either party. CAJ will take no adverse action against any employee who in good faith complains of sexual harassment and will protect the employee against reprisal from other employees.

Student Policy

Any harassment based on ethnic, religious, physical or gender differences is strictly forbidden and will be promptly investigated and resolved. Students who suffer such harassment from another student or staff member or know of a situation where it has occurred should report it to the headmaster, principal, guidance counselor or a teacher immediately. The report will be promptly investigated and students found guilty of such harassment will face disciplinary action up to and including expulsion. Students who make such a report will be protected against reprisal from others. (SY95-96:119)

Adopted 1/30/96