



## **EMPLOYEE WORKPLACE**

*Jung Tao School* is committed to providing a workplace free of sexual harassment which includes harassment based on gender, gender identity, pregnancy, childbirth or related medical conditions, as well as harassment based on such factors as race, color, religion, creed, national origin, ethnicity, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family care, medical leave status, or veteran status.

*Jung Tao School* strongly disapproves of and will not tolerate harassment of employees by supervisors or coworkers. Similarly, *Jung Tao School* will not tolerate harassment by its employees of non-employees with whom *Jung Tao School* employees have an educational, business, service, or professional relationship.

We are committed to maintaining a comfortable and safe work environment. Our complete sexual harassment policy is available in your employee manual or you can request a copy by contacting the *Jung Tao Schools* Archivist by calling 828-297-4181.

## **SEXUAL, INTIMATE PARTNER VIOLENCE AND STALKING**

Sexually harassing conduct in particular includes sexual assault, intimate partner violence, stalking, as well as other unwelcome conduct such as requests for sexual favors, conversations containing sexual comments and unwelcome sexual advances. Harassment includes verbal, physical and visual conduct that creates an intimidating, offensive or hostile working environment or that interferes with work performance.

## **REPORTING**

Any incident of harassment, including work related harassment by an school personnel or any other person, should be reported promptly to the Title IX Coordinator, who is responsible for investigating the matter. Supervisors who receive complaints or who observe harassing conduct should inform the Title IX Coordinator immediately. *Jung Tao School* emphasizes that an employee is not required to complain first to their supervisor if that supervisor is the individual who is harassing the employee.

If a student comes to you with a report of sexual violence, harassment or stalking, this complainant must be informed immediately that you are not able to promise confidentiality. You, as a responsible employee, are required by school policy to report this to the Title IX Coordinator. If the situation warrants, you can assist the complainant with obtaining medical assistance or assessing other off campus resources. You can encourage the complainant to report the incident to law enforcement but they are not required to. Do not engage the accused, also referred to as the respondent as the investigation is up to the Title IX Coordinator.

It is a good practice to review the school policies in Appendix 25 of the student manual for specifics and updates.

If you as a responsible employee witness or hear of an incident of sexual assault, harassment or stalking, or if you are informed by someone else of a possible incidence, you must report this to the Title IX Coordinator immediately.

### **Retaliation**

*Jung Tao School* will not tolerate retaliation in any form against any student, staff, faculty or clinic supervisor, who files an allegation, serves as a witness, assists a complainant or respondent, or participates in an investigation of discrimination or harassment.

*Jung Tao School's* policy as well as state and federal law prohibit retaliation against complainants for reporting harassment, discrimination or sexual violence or for participating in an investigation.

Retaliation is a violation that can subject the malfeasant to sanctions apart from the merits of the allegation.

Allegations about retaliation should be directed to the Title IX Coordinator.

### **ASR**

In accordance with the Higher Education Opportunity Act (HEOA) and the Clery Campus Security Act, *Jung Tao School* is required to provide all prospective employees access to the Annual Security Report (ASR) summarizing reported crimes occurring on campus and on public property within or immediately adjacent to the campus.

You can access the ASR at [www.jungtao.edu/students/college-policies-and-disclosures](http://www.jungtao.edu/students/college-policies-and-disclosures)

You can also call 828-297-4181 or email [finaid@jungtao.edu](mailto:finaid@jungtao.edu) and request a copy.

### **EDUCATION**

*Jung Tao School* will provide an on-going program to keep all of the staff and faculty current on all the requirements of Title IX and the Clery Act in respect to Sexual Misconduct and Relationship Violence.

## DEFINITIONS

***Sexual Assault*** is any kind of nonconsensual sexual contact, including rape, groping, or any other nonconsensual sexual touching. –

***Intimate Partner Violence (IPV)*** occurs when a current or former intimate partner uses or threatens physical or sexual violence. IPV also may take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence. Stalking may also constitute IPV.

***Sexual Harassment*** consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the sex of the harasser.

***Stalking*** is repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

***Responsible Employees*** – This term refers to any employee who is authorized to take action regarding sexual violence. It may also refer to someone who reports the incident to the Title IX coordinator or someone who a student may consider to have the authority.

***Title IX Coordinator*** – Federally funded educational institutions must designate at least one employee to ensure compliance with Title IX. That person must be trained in sexual violence and sexual harassment cases and oversee all Title IX complaints.

***Complainant*** – A person who asserts that he or she has been subjected to sexual misconduct or relationship violence.

***Respondent*** – A person who is reported to have committed sexual misconduct or relationship violence.

## RESOURCES

### ON-CAMPUS:

- [help@jungtao.edu](mailto:help@jungtao.edu)
- Title IX Coordinator for *Jung Tao School*

Chris Osmond [chris@jungtao.edu](mailto:chris@jungtao.edu)  
(828) 297-4181

### OFF-CAMPUS:

- Emergency Services Dial 911
- Watauga County Sheriff's Department (828) 264-3761
- Crisis Hotline (828) 264-1532
- OASIS (828) 264-1532 [www.oasisinc.org](http://www.oasisinc.org)
- North Carolina Coalition Against Domestic Violence [www.nccadv.org](http://www.nccadv.org)
- National Domestic Violence Hotline [www.thehotline.org](http://www.thehotline.org)