

CAPSEA, Inc. Title IX Policy and Procedure

Approved: 8-15-17

*Addendum to the Personnel Policies and Procedures Manual.

Statement of Policy

It is the policy of CAPSEA, Inc. to provide equal opportunity in education and employment and not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types).

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: The inappropriate introduction of sexual activities or comments into the work or learning situation, the creation of relationships of unequal power and/or elements of coercion, such as requests for sexual favors as a criterion for granting work, study, or grading benefits. Sexual harassment may also involve relationships among peers of repeated sexual advances or demeaning verbal behavior resulting in a harmful effect on a person's ability to study or work in the academic setting. In addition, third parties may submit claims if a sexual relationship unfairly confers preferential treatment to participant(s) in the relationship.

Procedure for Discrimination and Sexual Harassment Complaints

(1) Any employee/volunteer who believes that they have been the subject of discrimination or sexual harassment should report the incident or incidents to the Executive Director, Title IX Coordinator. If the complaint is against that official, the complainant should report the matter to the CAPSEA, Inc. Board President. CAPSEA, Inc. encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

Call: (814) 772-3838-CAPSEA, Inc. Executive Director, JoAnne B. Weyant.
(814) 776-6881 - CAPSEA, Inc. Board President, Tom Kontes.

Or Email: elkcapsea@windstream.net - JoAnne B. Weyant, Executive Director
kontes@windstream.net - Tom Kontes, Board President

(2) All reports of incident(s) will be reviewed and CAPSEA's Sexual Harassment Policies/Procedures will be followed along with all other nondiscrimination policies, personnel policies to begin processing the complaint.

(3) The employee/volunteer who files a complaint alleging discrimination or sexual harassment (the complainant) may submit a brief written statement of allegations to the Executive Director. If the complainant does not submit a written statement, the Executive Director shall prepare a statement of facts which is approved by the complainant.

*(4) The Executive Director shall follow CAPSEA's grievance policies/procedures and other applicable procedures located in the Personnel Policies/Procedures Manual.

(12) The procedures regarding complaints of discrimination shall be published and distributed as determined by the Executive Director or their designee. Any person who believes they have been subjected to sexual harassment will be provided a copy of this policy and procedure.

Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (complainant, respondent, or witness) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation dealing with harassment/discrimination is prohibited and is conduct subject to discipline. Any person who thinks that they have been the victim of retaliation should contact the Executive Director immediately.

Other Complaint Options

An employee/volunteer may always file a complaint with:

PA Human Relations Commission at, (412)565-5395.

U.S. Department of Education Office for Civil Rights at (800) 421-3481 or TDD (877) 521-2172, or

Equal Employment Opportunity Commission at (800) 669-4000 or TDD (800) 669-6820, or

Department of Justice Civil Rights Division at, (888) 736-5551 or

File a private claim.