



**The Korean Language and Cultural Education Institute, Incorporated
Sexual Harassment Policy**

The Korean Language and Cultural Education Institute, Incorporated (“KLCEI”) affirms its commitment to ensure an environment for all employees and students which is fair, humane, and respectful – an environment that supports employees and student performance on the basis of relevant considerations such as ability and effort. Behaviors which assert sexuality as relevant to employee or student performance are damaging to this environment. Such behaviors are prohibited by federal and state law and violate KLCEI’s policy.

Harassment on the basis of sex is a violation se Section 703 of Title VII of the Civil Rights Act of 1964 as well as State of Connecticut law. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

KLCEI applies the same protection to students in the learning environment. The Office for Civil Rights, U.S. Department of Education’s memorandum “Title IX and Sexual Harassment Complaints” of the U.S. Department of Education, Office for Civil Rights defines sexual harassment as follows:

“Sexual harassment consists of verbal, nonverbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

KLCEI deplores such conduct as an abuse of authority, and thus it is an official policy of KLCEI that sexual harassment on or by either employees or students will not be tolerated. KLCEI accepts the proposition that sexual harassment, like any civil right violation, generates a harmful atmosphere. KLCEI will act positively to investigate alleged harassment, and to affect a remedy, including appropriate disciplinary action up to an including termination, when an allegation is determined to have validity. Retaliatory action of any kind taken by an employee of KLCEI against other employees or student of the institution as a result of that person’s seeking redress under KLCEI procedures or participating in any proceedings under KLCEI procedures is prohibited by law as well as KLCEI’s policy.

If you feel that you have been discriminated against, contact:

The Connecticut Commission On Human Rights And Opportunities, 21 Grand Street, Hartford, Connecticut 06106.

Telephone: 541-3400; TDD # 541-3459

Connecticut law requires that a formal written complaint be filed with the commission within 180 days of the date when the alleged harassment occurred.