

The Head Start program will provide its employees with an opportunity for career development and advancement. Head Start staff will be provided an opportunity for training to develop professional credentials (resources available) through:

1. Pre-Service and In-Service Training
2. Child Development Associate (CDA)
3. Credit-Based Training through Bemidji State University
4. Attendance at meetings, conferences, etc. relative to their job training will be directed at upgrading skills and competencies for delivering services to Head Start children and their families.

#### ARTICLE XXIII - SEXUAL ANTI-HARASSMENT POLICY

It is the policy of Northwest Community Action that all of our employees should be able to enjoy a work environment free of discrimination and harassment.

The policy refers to, but is not limited to, harassment in the following areas: (1) age, (2) race, (3) color, (4) national origin, (5) religion, (6) sex, (7) sexual orientation, (8) marital status, (9) handicap, and (10) veteran status. Harassment includes display or circulation of written materials or pictures degrading to either gender or to racial, ethnic, or religious groups; and verbal abuse or insults directed at or made in the presence of members of a racial, ethnic, or minority group.

Harassment also refers to behavior which is personally offensive, impairs morale, and interferes with the work effectiveness of employees. Any harassment of employees by other employees will not be permitted, regardless of their working relationship. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment undermines the employment relationship by creating any intimidating, hostile, or offensive work environment and will not be tolerated.

In fulfilling their obligation to maintain a positive and productive work environment, manager and supervisors are expected to immediately halt any harassment of which they become aware by emphasizing the company policy and, when necessary, by more direct disciplinary action.

#### COMPLAINT PROCEDURE

Individuals who believe they have been subjected to harassment from either co-worker or a supervisor should make it clear to the offender that such behavior is offensive and unwelcomed to them and should immediately bring the matter to the attention of the appropriate manager and/or their personnel representative.

Individuals who wish to speak with management personnel other than their supervisor or the personnel representative may request a meeting with the Affirmative Action officer, who will make his/her own independent inquiry into any allegations. All allegations or harassment will be immediately investigated. It is important for employees who feel that they have been harassed to report incidents to management.

Anyone found to have engaged in any type of harassment shall be subject to discipline, up to and including discharge.

## HEAD START CHILD ABUSE POLICY

Northwest Community Action, Inc. Head Start follows Federal laws, Minnesota Statutes, and Head Start rules governing the reporting of maltreatment of minors. This includes physical abuse, sexual abuse, and neglect as defined under Minnesota Statute 626.556. NWCA also directs strong efforts toward the prevention of child abuse and neglect. Head Start is not or is not to become a primary instrument for the treatment of child abuse and neglect.

NWCA staff must report all suspected or alleged incidents of child abuse and neglect. This is accomplished in the following manner:

1. The individual staff member who suspects child abuse and/or neglect has the responsibility for reporting the case immediately. This includes all staff employed by preschool programs.
2. An oral report of the suspected child abuse/neglect will be made to the local Social Service office or police department. A follow-up written report will be requested by that agency.
3. An oral report must be made within twenty-four (24) hours to the designated person at the Head Start Central Office. The oral report must be followed by a written report which will be kept in a confidential file at the Head Start Office.
4. A staff member designated by the Director will be responsible for maintaining the file and discussing the suspected child abuse/neglect case with the reporter whenever necessary.
5. The report must include the following:
  - a. Child's name,
  - b. Child's address,
  - c. Child's birth date,
  - d. Child's sex,
  - e. Parent/Guardian's name, address, and telephone number,
  - f. The nature and extent of injuries and/or evidence of neglect or molestation,
  - g. Name(s) and address(es) of person(s) suspected of child abuse/neglect,
  - h. Indication as to whether the parent/guardian was notified that a report was being made,