



# Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

## Employee Protection Policy

<b>Category:</b> Employment, Benefits, and Workplace	<b>Policy Description:</b> The use of the State of Hawai'i's policies in regards to Employee Protection & Rights
<b>Approved Date:</b> 10/24/2013	<b>Replaces Policy Dated:</b> 2/26/2009
<b>Effective Date:</b> 10/24/2013	<b>Created By:</b> Mikihala Mahi, Mālama Limahana (Human Resources Manager)

### PURPOSE:

Ka 'Umeke Kā'eo (K'UK) will provide all applicants and employees with a safe, respectful and flexible work environment.

### DEFINITIONS:

- Equal Employment Opportunity is a right guaranteed by both the federal and state against any discrimination in employment due to a person's race, color, sex (or sexual orientation), religion, national origin, age or disability.
- Discrimination is the unjust or prejudicial treatment of different categories of people or things especially on the grounds of race, age or sex.
- Disability accommodation is the change to the work environment or the way things are usually done that allows an individual with a disability to enjoy equal employment opportunities
- Harassment is the act of systematic and/or continuous unwanted and annoying actions of one party or a group, including threats and demands.
- Sexual harassment is unwanted sexual advances or other unwanted offensive visual, verbal, or physical conduct of a sexual nature.

### POLICY:

K'UK will adopt the State of Hawai'i's policies in regards to Equal Employment Opportunity, Non-Discrimination, Disability Accommodation, Safe Workplace and Anti-Harassment.

Equal Employment Opportunity



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Ka 'Umeke prohibits discrimination and harassment because of race, color, religion, sex (including gender identity and expression), age, national origin, ancestry, marital status, arrest and court record, disability, genetic information, sexual orientation, domestic or sexual violence victim status, credit history, citizenship status, military/veteran status or other characteristics protected under applicable state and federal laws, regulations, and/or executive orders. This policy also applies to all aspects of the employment relationship, including hiring, promotions, training, discipline, compensation, working conditions, and benefits.

Please refer to the following policies from the State of Hawai'i:

- DOE State of Hawaii Employee and Applicant Non-Discrimination Policy
- Pregnancy Discrimination in the Workplace
- Request for Reasonable Accommodations Due to a Disability
- Safe Workplace Policy
- Sexual Harassment in the Workplace

## **APPLICABLE PROCEDURES:**

K'UK encourages employees to report discrimination, harassment, and/or the creation of a hostile work environment before it becomes severe or pervasive so that Administration can stop the offending behavior before it rises to the level of a violation of law.

If you feel that you have been subjected to conduct that violates these policies, you should immediately report it to your supervisor or the HR Manager.

## **OTHER RELATED INFORMATION:**

Request for copies of these policies can be made to the HR Manager or may be found online:

Equal Employment Opportunity: <http://goo.gl/cxMwrd>

DOE State of Hawaii Employee and Applicant Non-Discrimination Policy:  
<http://goo.gl/QJgp64>

Pregnancy Discrimination in the Workplace: <http://goo.gl/wq8MaF>

Request for Reasonable Accommodations Due to a Disability: <http://goo.gl/FbpXDq>

Safe Workplace Policy: <http://goo.gl/HCyPaI>

Sexual Harassment in the Workplace: <http://goo.gl/wq8MaF>