

**CHILD DEVELOPMENT INSTITUTE**  
*Committed to Healthy Emotional Development for All Children*

**SEXUAL HARASSMENT POLICY**

We, at the Child Development Institute, are committed to maintaining an environment that is free from sexual harassment. As a service provider vendored with the Los Angeles Unified School District and North Los Angeles County Regional Center, we are in agreement with the Los Angeles Unified School District Sexual Harassment Policy, and have adopted the following portions of their policy:

Child Development Institute is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and for that reason, is a violation of state and federal laws and a violation of this policy.

The District and Child Development Institute consider sexual harassment to be a major offense that can result in disciplinary action to the offending employee.

Any employee, and any student or family member serviced by CDI, who believes that she or he has been a victim of sexual harassment, shall bring the problem to the attention of the proper authority (whether in an office, school or home) so that the appropriate action may be taken to resolve the problem. The District and CDI prohibit retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 21.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault or interference with work or study directed at an individual because of the individual's gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss and offers of benefits in return for sexual favors.

**Anyone with concerns or questions related to our harassment policy should contact Tessa Graham, Co-CEO, at (818) 888-4559.**

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*CDI is a charitable non-profit organization*