

INTERNATIONAL ALERT ACADEMY'S ZERO TOLERANCE POLICY

Updated: June 2024

The International ALERT Academy expects all our staff, directors, contractors, volunteers, and students to conduct themselves in an appropriate manner and holds a zero-tolerance policy regarding violence, threats of violence, sexual misconduct, inappropriate language, theft, discrimination, personal harassment, sexual harassment, bullying, abuse of authority, and creating a hostile environment. **Anyone who violates this policy will face appropriate disciplinary action, ranging from loss of privileges and demotion, to involvement from law enforcement agencies, and/or immediate termination or dismissal at their own expense.**

The International ALERT Academy takes all complaints about the above activities seriously and will pursue any means appropriate to resolve the situation. We ask our students and their parents/guardians to help the ALERT staff and volunteers remain faithful to this commitment, by reporting any violations of the zero-tolerance policy they hear about or witness to the appropriate authority. No individual will be disciplined or retaliated against for reporting in good faith a potential violation of this policy or for participating in an investigation of such.

This policy covers actions by or towards directors, employees, contractors, volunteers, and students, and includes actions in any situation involving work or student relationships both onsite and offsite (e.g., meetings offsite, deployment, training exercises).

Violence, Sexual Misconduct, Inappropriate Language, Theft:

- a) **Violence:** Violence refers to injuring another person physically; behavior that creates a reasonable fear of injury in another; brandishing a weapon, or possessing a weapon that is expressly prohibited by the academy; intentionally damaging property; threats of self-harm; threatening to injure an individual or to damage property.
- b) **Sexual Misconduct:** Sexual Misconduct refers to any sexual conduct consensual or non-consensual outside the bonds of marriage. This includes accessing pornography, sending or posting inappropriate photos, sexual harassment, or sexual behavior between students, staff, volunteers, or instructors during work, training, or deployment, or on ALERT or ALERT affiliated properties.
- c) **Inappropriate Language:** Inappropriate Language refers to language that is vulgar, obscene, profane, blasphemous, or degrading.
- d) **Theft:** Theft refers to any intentional removal or unauthorized use of personal or ministry property or possessions without the knowledge of the rightful owner. This includes but is not limited to: food or snack items, clothing, vehicles, bicycles, money, electronics, gear, intellectual property, or classroom material.

Harassment:

Harassment is defined as any unwanted physical or verbal conduct that is offensive or humiliating such that it interferes with their ability to work and learn, and that any reasonable person ought to have known would be unwelcome. It does not include the legitimate exercise of supervisory authority regarding performance reviews, work evaluations, training, or appropriate disciplinary measures. It may include direct or implied threats of firing, loss of promotion, loss of pay, or may create an intimidating, hostile, or offensive work or learning environment.

Harassment includes the following categories of behavior:

- a) **Discrimination:** refers to treating people negatively, or adversely because of one or more of the following prohibited grounds of discrimination: race, color, ancestry, national origin, political belief, gender at birth, family status, physical or mental disability, or pardoned criminal conviction.

- b) **Personal Harassment:** includes objectionable conduct, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment on the part of the recipient. It may or may not be linked to discriminatory behavior.
- c) **Sexual Harassment:** refers to any conduct, comment, gesture, or contact of a sexual nature that might reasonably be expected to cause offense or humiliation or that might reasonably be perceived as placing a condition of a sexual nature on employment, an opportunity for training or promotion, receipt of services, or a contract. Examples of behavior that can constitute sexual harassment include, but are not limited to:
- Unwanted touching, patting or leering
 - Sexual assault
 - Inquiries or comments about a person's sex life
 - Telephone calls with sexual overtones
 - Gender-based insults or jokes causing embarrassment or humiliation
 - Unwanted social or sexual invitations
 - Inappropriate or unwelcome focus/comments on a person's physical attributes or appearance
 - Sexually suggestive texts or social media posts
- d) **Bullying:** consists of behavior to attack and diminish a specific individual by subjecting the recipient to unjustified criticism, humiliating the recipient (especially in front of others), ignoring legitimate needs, or overruling, isolating, or excluding the recipient. Bullying may include denying necessary information and resources; either overloading the recipient with work or taking all work away (sometimes replacing proper work with demeaning jobs); or increasing responsibility while removing authority.
- e) **Abuse of Authority:** refers to an individual improperly using the power and authority of their position for personal gain at others' expense, or requiring them to do things that are outside of their scope of responsibility. It is the exercise of authority in a manner that serves no legitimate work purpose and ought reasonably to be known to be inappropriate. Examples of abuse of authority include, but are not limited to, intimidation, threats, blackmail, demanding personal favors, or coercion.
- f) **Creating a hostile environment:** This is characterized by an activity or behavior, not necessarily directed at anyone in particular, that creates a hostile or offensive workplace or training environment. Examples of a hostile environment include but are not limited to: gossip, berating others, graffiti, sexual, racial insults or jokes, demeaning religious jokes or insults, abusive treatment of employees or students, and the display of pornographic or other offensive material.

Reporting:

- **For Basic Training:** If you know of a violation of ALERT's zero-tolerance policy that is not already being addressed, please immediately inform someone in leadership you trust. If this option is not available for some reason, please write a letter stating your concern about a potential violation, address the envelope to the Commanding Officer, and place it in the platoon mailbox. No squad leader signature is required. The reporting party may remain anonymous. If the reporting party is not telling the truth as they reasonably believe the truth to be, they may be subject to discipline.
- **For ALERT Battalion and Quest, staff, contractors, or volunteers:** If you know of a violation of ALERT's zero-tolerance policy that is not already being addressed, please immediately inform someone in leadership you trust. If this option is not available for some reason, please write a letter or email stating your concern about the potential violation to the ALERT Director. The reporting party may remain anonymous. If the reporting person is not telling the truth as they reasonably believe the truth to be, they may be subject to discipline.

Note: If the violation is by the ALERT Director or Commanding Officer, please reach out by letter or email to another trusted staff member. If a criminal action has occurred, immediately call 911.