



Clelian Heights

135 Clelian Heights Lane • Greensburg, PA 15601-6665 • (724) 837-8120 • Fax (724) 837-6480

Umbrella of Services:

**Clelian Heights School
for
Exceptional Children**
for education to age 21

Clelian Center
for Vocational Training
Job Coaching and
Business Services
and ATF

Residential Programs
at the Melenzyer and
Sweeney Apartments
for women

**Extended School Year
Program**

**Recreation /Therapy
Center Program**

**United Way
Designation #403**

E-MAIL, INTERNET, AND OTHER ELECTRONIC COMMUNICATIONS POLICIES

EMAIL

Clelian Heights assumes no responsibility for the content of e-mails or for maintaining their privacy, and Clelian Heights employees have no expectation that such privacy will be maintained. Clelian Heights reserves the right to review, audit, interpret, access, and disclose any messages created, received, or sent over the e-mail system for any purpose. Confidentiality of e-mail communications should not be assumed.

No e-mail messages should be created, sent, or forwarded which may be deemed to be intimidating, hostile, offensive in nature, or which are discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, disability, or any other basis that is unlawful under applicable state and federal law. Nor should any obscene, profane, abusive, or offensive language be transmitted.

Any employee who violates this policy or uses the e-mail system for improper purposes as determined by the Administration shall be subject to discipline, up to and including discharge.

INTERNET, INTRANET, AND EXTRANET

As with e-mail, Clelian Heights provides internet access solely to facilitate the conduct of its business and classroom instruction. Access to the internet, intranet, or extranet (defined as web) may be limited at Clelian Heights' discretion. Employees are expected to use the web at all times in a manner that benefits Clelian Heights and its students and clients and not for personal use. Employees should have no expectations of privacy for their use of the web and Clelian Heights may monitor employees' use to insure compliance with this policy. Use of the web in a manner which violates this policy as determined by the Administration may result in disciplinary action, up to and including discharge.

Examples of conduct which is specifically forbidden include but is not limited to:

-Using the web for personal gain or for commercial activity related to Clelian Heights.

-Sending, reviewing, or viewing material or information that is threatening, intimidating, hostile, harassing, offensive or discriminatory on the basis of race, color, religion, sex, national origin, disability, or any other basis prohibited by applicable law. In addition, the receipt of such material and/or sowing such material to co-workers, students, or clients is strictly prohibited.

-Using the web for any activities not specified here that are in violation of federal, state, or local laws.

ANTI-DISCRIMINATION AND ANTI-HARASSMENT

Clelian Heights will not condone, permit, or tolerate any form of discrimination and/or harassment by or against any student, client, volunteer, employee, vendor, independent contractor or other individual with whom our employees come into contact in connection with their employment at Clelian Heights based on age, race, color, creed, religion, sex, sexual orientation, national origin, disability, or other protected class or characteristic established under applicable federal, state, or local statute or ordinance.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment refers to behavior that is unwelcome, personally offensive, and which interferes with our work effectiveness. Federal law defines unlawful sexual harassment, unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, whether made by male or female when 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment 2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating and/or offensive work environment.

Individuals who believe they have been subject to discrimination or harassment as described or have questions about whether certain conduct is unlawful should immediately speak to the Executive Director or the Principal. This is particularly important in cases involving sexual harassment where there can be uncertainty about what is unlawful conduct.

All complaints will be investigated promptly and the existence of a complaint will be disclosed only to the extent necessary to make a prompt and thorough investigation or to take appropriate corrective measures. In all cases, the person who initiated the complaint will be informed of the findings and disposition of the matter at the conclusion of the investigation. The disposition will ensure that there is no coercion, retaliation, intimidation, discrimination, or harassment directed against any individual who registers a complaint or serves as a witness on behalf of an individual.

PERSONS WHO ENGAGE IN PROHIBITED DISCRIMINATION OR HARASSMENT WILL BE SUBJECT TO APPROPRIATE DISCIPLINE UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.



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I, _____,

employee of Clelian Heights, hereby certify that I was provided with copies of the anti-discrimination, anti-harassment, e-mail, internet, and other electronic communications policies.

Employee Signature

Witness Signature

Date

Please return this signed form to the main office.

"For of such is the Kingdom of Heaven"

Email: Clelian@aol.com • www.clelianheights.org