



AMERICAN FARM SCHOOL
Thessaloniki Greece

Policy against Harassment and Bullying for Staff and Faculty (Greece)

(Approved by Board of Trustees, June 11, 2021)

The American Farm School (AFS) is an independent, not for profit educational institution, incorporated in the State of New York, which has operated since 1904 in Thessaloniki, Greece and serves the needs of the people of Greece and neighboring Balkan countries. AFS prepares graduates to become career professionals in agriculture, life sciences, the environment and the food industry teaching practices that are economically viable, environmentally friendly and socially responsible. The founder of AFS, Dr. John Henry House, was a practical idealist who believed that education should be addressed to the whole person: the mind, the hands and the soul. After more than a century of applying the vision of its founder, AFS remains committed to the dynamic co-existence of theory and practice which have become the trademark of the institution.

The School was recognized by the Greek State in 1918 (Government Gazette no. 7A/1918) as the first US School operating in Greece. Currently, AFS operates three educational not for profit associations, collectively, the 'Institution', registered separately under Greek law:

- the American Farm School, which operates General and Vocational High Schools.
- the American Farm School Postsecondary Educational and Training Association, which operates Perrotis College, the Junior College (I.IEK) and the Center for Lifelong Learning.
- the Thessaloniki Experiential Schools Association, which operates Pre-K, Kindergarten, Elementary and Middle Schools.

The above associations have a total work force which varies at times but presently does not exceed 350. All employment contracts are governed by Greek labor law. The Institution also maintains an office in the State of New York and has a small work force of US based employees. A separate anti-harassment policy applies to employees in the New York office.

Objectives

The aim of this policy is to ensure that the Institution provides a safe environment, free of all forms of harassment and bullying, for all members of the Institution's community.

The objectives of the policy are stated below:

- to eliminate any conduct that directly or indirectly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment;
- to ensure a supportive climate that discourages bullying and harassment and encourages reporting such behavior; and
- to provide staff, faculty and students with options to respond to harassment and bullying.

Definition

The policy covers workplace harassment or bullying, defined as unwanted behavior, related to age, race, appearance/skin color, racial or ethnic origin, sex, gender identity or characteristics, sexual orientation, marital or social status, pregnancy, maternity, religion or belief, disability or other long term condition with the purpose or effect of offending or violating the dignity of an individual (e.g. by victimizing, humiliating, undermining, manipulating and/or threatening this individual) and of creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment related to any of the aforementioned grounds, being a type of discrimination, is explicitly prohibited by the applicable legislation on equal treatment and protection against discrimination in the workplace (Greek Laws 3896/2010 & 4443/2016). An instruction to discriminate against persons on any of the abovementioned grounds is also classified as discrimination and it is prohibited under the applicable legislation.

When such harassment or bullying involves any form of unwanted verbal, non-verbal, psychological or physical conduct of a sexual nature (such as sexual advances, requests for sexual favors etc.), with the purpose or effect of offending or violating the dignity of a person, in particular when creating an intimidating, hostile, degrading, humiliating or offensive environment, it is defined as sexual harassment. (Greek Law 3896/2010).

Sexual harassment, as well as any less favorable treatment based on a person's rejection of such unwanted and offensive behavior, is also prohibited under the applicable anti-discrimination legislation. Penal sanctions may also be available by virtue of Article 337 of Greek Penal Code, against anyone performing gestures of a sexual nature, or soliciting the performance of sexual acts from (1) a person dependent on him/her in the context of an employment relationship or (2) a person in need of work.

Examples of sexual harassment are:

- repeated and unwelcome sexually-oriented comments, bullying, teasing or joking, asking intrusive questions, or unwelcome flirting;
- displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education, or living environment;
- whistling at an individual who walks by or inappropriate staring;
- inappropriate touching, unwanted sexual advances, unwanted invitations of a sexual nature.

The list of examples is not exhaustive.

Harassment and bullying are considered forms of employee misconduct. Appropriate measures will be enforced against individuals who engage in harassment or bullying and against supervisory and managerial personnel who knowingly allow such behavior to occur or to continue, or fail to report such behavior of which they are aware.

This policy also covers any case in which a member of staff or faculty harasses or bullies a student, a visitor to campus and/or any other individual having any interaction with a member of staff or faculty in relation to the Institution's affairs.

Additionally, the Institution recognizes that power imbalances can exist and can create the appearance of impropriety even in consensual relationships between supervisors and those whom they supervise. Accordingly, the Institution strongly discourages romantic or sexual relationships between employees with supervisory responsibilities and the employees whom they supervise or oversee. For the purposes of this policy, supervisory responsibilities include, but are not limited to, giving work assignments, directing performance, reviewing performance, disciplining, recommending promotions or raises in pay, approving leave, and scheduling hours of work. This policy also strongly discourages relationships between board members and employees when the board member's duties, including committee work, involve direct oversight over that employee, or involve making determinations about the employee's terms and conditions of employment (for example, through service on a compensation committee). If a board member enters into a romantic or sexual relationship with an employee, he or she must promptly disclose the relationship to both the Board Chair (and if the Board Chair has entered into the relationship, then he or she must promptly disclose to the Chair of the Audit Committee), avoid any oversight roles over the employee, and abstain from any votes concerning the terms and conditions of that employee's employment specifically (excluding votes that involve employees collectively). If two employees are involved in a romantic or sexual relationship, and a re-assignment results in one having supervisory responsibility over the other, the employees must immediately inform the Human Resources Officer of the relationship.

However, if a consensual relationship develops, the Institution may permit the persons involved to work with the Human Resources Department to find a workable solution that eliminates the potential for conflicts and favoritism. Workable solutions may include, for example, department transfers, schedule changes, relocation, supervisory changes, or separation of employment.

Prevention

The Institution makes every effort to prevent incidents of harassment or bullying from taking place. Preventative actions include:

- dissemination of this policy to students, faculty and staff and inclusion in applicable handbooks;
- addition of the present policy to any long-term agreement with contractors;
- publication of this policy on the Institution's website in order to inform any visitor or other party who has or will have any relation or connection with the Institution;
- educational activities addressed to all members of the Institution's community by experts to raise awareness and equality at the workplace;
- training sessions for all faculty and staff. Every member of faculty and staff will be trained once annually and all new members of faculty and staff will undertake the training before they begin their service; and
- requiring that all faculty and staff review this policy on an annual basis and sign an acknowledgement indicating that they have reviewed, understand, and agree to comply with, its terms. These acknowledgments will be retained by HR.

Responsibilities of Institution's Community Members

Staff and faculty have the following responsibilities:

- To treat all individuals, students, and colleagues with utmost respect, always considering how their actions may be perceived by others;
- To refrain from physical violence or using offensive language, including towards students and other faculty and staff;
- To report any incident of bullying or harassment of which they are aware that involves a student. Staff and faculty are also encouraged and expected to report other incidents of bullying or harassment of which they are aware, and supervisors have an obligation to do so, as set forth below;
- To make reports of bullying and sexual harassment in good faith. It is important to note that while staff and faculty may be subject to appropriate action for making a knowingly false report, no measures will be taken against any individual who makes a good faith report, even if the report is ultimately determined to not rise to the level of a policy violation or is otherwise unsubstantiated. Complaints made in bad faith may subject the complainant to appropriate action; and
- Not to retaliate against anyone who makes a report: Retaliation against individuals who complain of harassment or bullying or who testify or assist in any investigation or proceeding involving harassment or bullying is unlawful and strictly prohibited.

Supervisors, Department Heads & Directors, (including Principals, Deans, Vice Presidents, the President and any other senior administrators) have the following responsibilities:

- To encourage respectful behavior;
- To assist and support members of staff and faculty who may have been subjected to bullying or harassment, generally through referrals to the HR Office;
- To not retaliate against any person who reports bullying or harassment;
- To not threaten or imply that an individual's submission to or rejection of a sexual advance or harassment will in any way influence any decision regarding that individual's employment, performance evaluation, advancement, compensation, assignments, discharge, or any other term or condition of employment; and
- To report all incidents of which he/she becomes aware (regardless of the manner in which he/she becomes aware) to the HR Office immediately irrespective of the seriousness of the incident and the status of the victim (faculty, staff, student, etc.). Even in circumstances where a victim may not want to report the incident, the Institution may be required, by law, to act.

The HR Officer:

- Provides training/counseling opportunities to staff and faculty members;
- Provides support for targets of harassment and bullying;
- Addresses allegations of harassment or bullying of a student by a faculty or staff member with due consideration to the inherent power imbalance between faculty and/or staff and students and the age and vulnerability of students;
- Encourages targeted staff or faculty to report unwelcome behavior;
- Puts in place harassment procedures, as appropriate;
- Maintains a confidential record of all reported harassment and bullying allegations made in good faith;
- Immediately reports allegations of violations of this policy orally and in writing to the Vice President of Administration and Finance, provided that if an alleged violation involves the Vice President of Administration and Finance, such report will instead be made to the President and the Chair of the Board; and

- May consult with outside counsel, as needed.

The Vice President of Administration and Finance:

- Works with the HR Officer in adopting and implementing procedures against harassment or bullying.
- Promptly reports certain allegations of violations of this policy to the President and the Chair of the Board, and gives a quarterly report to the President and the Chair of the Board describing all allegations of harassment or bullying, including the ultimate resolution of such allegations (described further below).

Reporting Procedures

Those who have been subjected to harassment or bullying are urged and expected to report the relevant facts promptly. Employees and faculty should ordinarily direct such reports to the HR office or, alternatively, to the President or to the Vice President of Administration and Finance, who will in turn, apprise the HR office of such complaints. Employees should choose whichever reporting avenue they feel more comfortable with under the circumstances. However, reports alleging harassment or bullying by a member of the Board of Trustees or an officer of the Institution, including the President, or the immediate family members of such persons holding faculty or staff positions, should be made to the Chair of the Board, and reports alleging harassment or bullying by the Chair of the Board (or his or her immediate family members) should be made to the Chair of the Audit Committee. Reports may be made orally or in writing. The name, title and phone number of the individual to be reached for oral reports in each different case will be circulated to staff and faculty members, when the policy is distributed by the HR Office. This table with the contact details of the persons responsible for receiving oral complaints will be updated as needed. The form for submitting a written complaint can be obtained from the HR office. Individuals are encouraged, but not required, to use this complaint form. In accordance with this policy, students report harassment and bullying allegations against a faculty or staff member to the highest-ranking faculty member (Principal, Dean) of their School or of the College except if the report involves the highest-ranking faculty member, in which case they have to make their report to the Vice President of Academics or the Provost.

If a report of a bullying or harassment incident involves a student and an adult, the individual to whom the student disclosed, such as an advisor, teacher, dean, principal, or provost, should inform the HR Office and President. For purposes of providing interim support and facilitating the investigation, the HR Office will, in turn, inform the highest-ranking member of faculty of the unit the student is attending, unless such member of faculty is allegedly involved in the incident or making such a report would otherwise compromise the investigation.

In cases involving (1) allegations of physical assault, including sexual touching; (2) any alleged violation of this policy committed by a faculty or staff member against a student; or (3) other matters of sufficient severity to warrant the prompt attention of the Institution's leadership, the Vice President of Administration and Finance or the Vice President of Academics or the Provost will make an immediate report to the President of the Institution copying the Chair of the Board. Additionally, on a quarterly basis, the Vice President of Administration and Finance will give a report to the President and the Chair of the Board

describing all allegations of harassment or bullying, including the ultimate resolution of all such allegations.

Responses & Resolution

All incidents reported will be dealt with promptly and with appropriate sensitivity. To ensure the safety and well-being of involved parties, and without regard to possible fault or blame, the HR Officer will speak with all involved parties about the availability of supportive measures, and determine what supportive measures, if any, should be provided. Supportive measures may include, but are not limited to:

- referral to counseling
- change to staff/faculty member's or student's working or housing assignments
- voluntary leaves of absence
- extensions of academic or job-related deadlines

Additionally, in order to protect parties and the Institution's community, the HR Officer will conduct a preliminary assessment of the allegations, and following legal advice, will determine whether it is appropriate and legally permissible to implement interim measures. Interim measures are temporary measures to promote safety, and are not intended to be punitive. Such measures include, but are not limited to:

- a directive limiting or prohibiting contact between the complainant and respondent
- temporary exclusion from certain areas of the Institution's property
- temporary assignment of an employee to a different unit/department
- changes in academic/course schedules or in work schedules
- limiting participation in certain events, gatherings, or activities

A formal or informal resolution process will follow. In conducting all cases, the Institution will strive to keep the identity of individuals making reports as confidential as possible (it being conveyed to complainants that there are no guarantees or promises of absolute confidentiality) and all parties involved will be treated fairly and equally during the procedure. The contents of any reports made shall remain strictly confidential and access shall be restricted only to the persons who have received the reports in accordance with the reporting procedures above and to the authorized personnel and officers of the Institution handling the incident or involved in the investigation as necessary. The Institution prioritizes the protection of the personal data of its community members and is dedicated to always handling it with transparency and in accordance with the applicable privacy legislation. In order to safeguard the fairness of all investigative procedures and the rights and interests of the involved parties, the Institution and all involved parties shall adhere to the data protection legislation, especially to the principles of transparency, necessity and proportionality which may involve exceptions to the regular handling of our community's personal data as outlined in the Institution's general data protection policies, employee notices and similar documents, as utilized from time to time.

- Right to information and access: To protect the privacy rights of complainants, the alleged wrongdoer's rights to be informed about their personal data being processed in connection with an investigation under this policy and to have access to personal data related to the investigation, may be restricted to the extent permitted under the applicable data protection legislation. Divulging certain information shared about the incident could lead to the identification of the complainant and could pose risks of retaliation, discrimination and adverse treatment. The HR Officer shall determine,

with the advice of the Data Protection Officer and legal counsel, if and what information can be provided to the alleged wrongdoer as regards the investigation after balancing the latter's rights and interests with the rights and interests of the complainant. Information can also be disclosed at the behest or with the explicit consent of the complainant.

- Right to deletion and rectification: The rights of deletion and rectification of recorded personal data of the alleged wrongdoer shall also be suspended in the course of report investigations and resolution procedures, as their exercise would undeniably jeopardize the integrity of the procedure. The complainant may request to rectify data contained in the report insofar as to clarify or add information regarding the incident.
- Data retention: All data pertaining to the reporting of the incident and the consequent steps of investigation shall be retained until the incident's final resolution. If the report is substantiated, the contents of the report shall be retained for as long as it is necessary for the Institution to protect its legitimate interests, defend its rights before the Courts of law and comply with its legal obligations. If the report is found to be unsubstantiated, then all related data shall be encrypted and all personally identifying information redacted (subject to subsequent retrieval, if a legal basis to retrieve such information arises) immediately after the final decision. After the deletion of the personal data once retention is no longer necessary to protect the Institution's legitimate interests, defend its rights before Courts of law, and comply with its legal obligations, the Institution may keep only anonymized records of the reports for statistical and/or historical purposes.
- Disclosure of the final resolution: The final resolution and any imposed measures, as well as the rationale behind them, shall be duly disclosed to the complainant at the end of the procedure. The wrongdoer's or alleged wrongdoer's right to object to the processing of their personal data shall not be applicable as regards the disclosure of the resolution.

Informal resolution will occur when the Vice President of Administration and Finance in cases involving a member of staff or the Vice President of Academics or the Provost in cases involving a student or a member of faculty following consultation with the HR Officer or/legal counsel determines—after consideration of factors such as the severity of the allegations, the safety and best interests of the Institution's community, and the wishes of the involved parties—that formal resolution is unnecessary. Informal resolution can take a number of forms, but generally includes mediation between the parties to determine whether an agreement can be reached on an appropriate resolution. If an agreement cannot be reached through informal resolution, including as to any remedial measures, the matter will proceed to formal resolution.

In cases in which informal resolution is inappropriate or fails to resolve the allegations, formal resolution will take place. Formal investigations are carried out by a three-member ad hoc Compliance Committee formed by the President.

The Compliance Committee is comprised of (1) the Human Resources Officer, (2) the Institution's In-House Legal Counsel (if there is such a position and provided that service by such person would not jeopardize any relevant legal privileges of the Institution), and (3) the Vice President of Administration and Finance, when the incident involves a member of staff or

the Vice President of Academics or the Provost, when the incident involves a student or member of faculty. If any of the foregoing individuals have an actual or apparent conflict of interest, as determined by the President, the President will replace them with someone with appropriate training who has no such conflict of interest. The Compliance Committee may appoint an investigator, if necessary. Notwithstanding the foregoing, if the allegations involve the President or immediate members of his/her family holding faculty or staff positions, the resolution of the allegation will instead be carried out by the Board, a duly appointed committee thereof, or investigator(s) appointed by the Board (or committee thereof).

At the conclusion of the investigation, the Committee (by majority vote) or single decision maker, as applicable, will determine whether a violation of this policy has occurred. Except in cases involving the President or immediate members of his/her family holding faculty or staff positions, the President will determine the appropriate measure, if any. In cases involving the President or immediate members of his/her family holding faculty or staff positions, the Board or a duly appointed committee thereof will make such a determination.

Possible measures that may be imposed upon a finding of a policy violation include the following, and will depend on factors including but not limited to the severity of the offense and any prior misconduct, as well as any rights and obligations applicable to faculty by law:

- A verbal or written warning
- Obligation to undergo training
- Dismissal

The President (or the Board, as applicable) will also determine (after consulting with legal counsel in the event such measures would be taken unilaterally and without the consent of the applicable employee) whether it is appropriate to implement remedial measures to protect victims of bullying or harassment and the Institution's community as a whole. Remedial measures may include, but are not limited to:

- Referral to counseling
- Change to the staff/faculty member's or student's working or housing assignments
- A directive limiting or prohibiting contact between the complainant and respondent
- Implementing additional security measures.

The Principal of the applicable school will report serious incidents involving primary or secondary education faculty to the Greek Ministry of Education, in accordance with Greek law. The faculty member may be subsequently called in by the Disciplinary Committee of the Ministry.

Victims of bullying and harassment may seek redress through the courts in accordance with applicable law. Each employee will receive a copy of this document in English and Greek including the complaint form.

** Due to the recent organizational changes, as of September 1st, 2021, the responsibilities undertaken by the Vice President of Administration and Finance, the Vice President of Academics and the Provost of Perrotis College described in the policy will be taken over by the Head of Human Resources, the Coordinator of Educational Affairs and the Dean of Perrotis College respectively.*