

Policy on Harassment

It is the policy of the (Sponsoring Organization) that it will not tolerate verbal or physical conduct by any employee or volunteer which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

1. All forms of harassment are prohibited but it is the (SO's) policy to emphasize that sexual harassment is specifically prohibited. Each supervisor has a responsibility to maintain the workplace free of any form of sexual harassment. No supervisor is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. In addition, no supervisor is to favor in any way any applicant or employee because that person has performed or shown willingness to perform sexual favors for the supervisor.
2. Other sexually harassing conduct in the workplace, whether committed by supervisory or non-supervisory personnel, is also prohibited. Such conduct includes:
 - a. sexual flirtations, touching, advances, or propositions;
 - b. verbal abuse of a sexual nature;
 - c. graphic or suggestive comments about an individual's dress or body;
 - d. sexually degrading words to describe an individual; and
 - e. the display in the workplace of sexually suggestive objects or pictures, including nude photographs or illustrations.
3. Any employee who believes that the actions or works of a supervisor or fellow employee constitute unwelcome harassment has a responsibility to:
 - a. tell the supervisor or fellow employee that their action or words are unwelcome and are considered harassment;
 - b. report or complain as soon as possible to the appropriate supervisor or to the President of the Board of Directors if the complaint involves the Director.
4. All complaints of harassment must be investigated promptly in a manner that is as impartial and confidential as possible. If the employee is not satisfied with the handling of a complaint or the action taken by the Manager then the Grievance Procedure should be followed.

I have read and understand the above policy and signing below constitutes an agreement to adhere to this policy.

Signature of Employee/Volunteer: _____ Date: _____