

## **SEXUAL HARASSMENT POLICY**

Sexual harassment is not tolerated at \_\_\_\_\_.

All Employees are responsible for ensuring the workplace is free from sexual harassment. It is not to be condoned or overlooked. Disciplinary action will be taken up to and including dismissal. Sexual Harassment risks personal liability for litigation and related costs. All sexual harassment complaints will be dealt with, and no reprisals against complainants are permitted.

Examples of sexual harassment are unwelcome remarks, emails, or actions of a sexual or personal nature that create an offensive work environment. Suggesting or threatening that an employee's work status is contingent upon tolerating sexual advances, or offering special benefits based upon sexual favors violate sexual harassment policy and laws.

### **REPORTING HARASSMENT**

Employees who are victims of sexual harassment in the workplace, or are aware that another employee has been harassed are strongly encouraged to report such conduct. There are several channels for reporting sexual harassment complaints. Employees may talk to their managers, meet with Administration or present your complaint in writing.

Managers who receive complaints of sexual harassment must immediately inform Administration. Managers should NOT conduct investigations themselves. Investigation of complaints is the responsibility of Administration.

Managers must maintain the confidentiality regarding complaints. Only those who need to know about a charge involving sexual harassment should be included in the chain of communication. Employees should be told total confidentiality cannot be assured.

### **I RECEIVED, READ, AND UNDERSTAND THIS POLICY.**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_