

Prohibited Harassment Policy: Sexual and Other Forms of Unlawful Harassment

PURPOSE

It is the policy of [COMPANY] to create and maintain a workplace where all people are treated with dignity and respect. Discrimination and harassment are against the law and will not be tolerated by [COMPANY]. [COMPANY] is committed to provide a workplace free from all forms of intimidation, hostility or offensive behavior, including sexual harassment, by managers, supervisors, co-workers, clients and other non-employees in the workplace.

Prohibited Harassment may be based on race, color, creed, religion, sex, age, national origin, disability, or any other characteristic protected under federal, state, or local law and it is an act or series of acts which have the purpose or effect of creating an intimidating, offensive or hostile work environment, has the purpose or effect of unreasonably interfering with an individual's work performance, or otherwise adversely affects an individual's employment opportunities through unwelcome words, actions or physical conduct, whether or not it results in physical harm.

POLICY

No employee, contractor, or volunteer may engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person's protected class if the conduct:

1. Has the purpose or effect of unreasonably interfering with the person's work performance; or
2. Otherwise adversely affects that person's employment opportunities.

One form of unacceptable behavior is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of an individual's employment. Sexual harassment also occurs when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or when such conduct creates an intimidating, hostile or offensive work environment.

Sexual harassment may include a wide range of behaviors and employees should always keep in mind that what is acceptable to some people may be unacceptable behavior to others. Examples of such behavior include the telling of sexist jokes; displaying sexually explicit calendars, magazines and pictures; and using sexually oriented language. Even behavior that is not specifically intended to offend an individual can be considered offensive and may create an intimidating and hostile work environment if it is so pervasive as to alter the condition of that employee's work environment.

If you have a question about whether conduct is permissible under this policy, you should discuss it with _____ or _____ (your supervisor).

[COMPANY] will investigate all allegations of harassment promptly, fairly and completely, in as confidential a manner as possible, and will take corrective action if warranted, up to and including termination. [COMPANY] will not tolerate retaliation or intimidation directed at any person for reporting a violation of this policy, or for cooperating in any investigation.

Allegations of harassment are a serious matter. Complaints will not be taken lightly by [COMPANY], and they should not be made lightly. If you feel that you are the target of harassment, however, you should not be silent. To the extent you are comfortable, you can let the offending person know that you find his or her behavior offensive. If this is not possible or is too uncomfortable for you, or if such behavior continues to occur or you wish to do so in the first instance, you are urged to bring the matter to the attention of [INSERT NAME, TITLE or DEPARTMENT either in person or by submitting a written complaint.

This policy is intended to apply with equal force to prohibit harassment on the basis of race, color, national origin, religion, sex, age, disability or any other characteristic or trait protected by law.