

Sexual Harassment Policy

Our company is committed to providing a work environment where women and men can work together comfortably and productively, free from sexual harassment. Such behavior is illegal under both state and federal law—and will not be tolerated here.

This policy applies to all phases of employment—including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel or company social events.

This policy applies to the conduct of owners, supervisors, managers, co-workers and customers.

Prohibited Behavior

Prohibited sexual harassment includes any offensive or unwelcome conduct—verbal or physical—that is based on a person's gender. It also includes discrimination or discriminatory comments based on a person's gender.

Prohibited sexual harassment also includes unsolicited and unwelcome contact that has sexual overtones. This includes

- written contact, such as sexually suggestive or obscene letters, notes, invitations
- verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions
- physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse, and
- visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome—and using sexual behavior to control, influence or affect the career, salary or work environment of another employee.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect an employee's job prospects. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, or suggest that a poor performance report will be given because an employee has declined a personal proposition.

Also, offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.

Harassment by Nonemployees

In addition, Company will take all reasonable steps to prevent or eliminate sexual harassment by nonemployees—such as customers, clients and suppliers—who are likely to have workplace contact with our employees.

Monitoring

Company shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all employees, supervisors and others who have contact with our employees. This prevention plan will include training sessions, ongoing monitoring of the worksite and a confidential employee survey to be conducted and evaluated every six months.

Discipline

Any employee found to have violated this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension or discharge, according to the findings of the complaint investigation.

If any investigation reveals that sexual harassment has occurred, the harasser may also be held legally liable for his or her actions under state or federal anti-discrimination laws or in separate legal actions.

Retaliation

Any employee bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and punished.

Complaint Procedure and Investigation

Joe Shmoe is designated as the Sexual Harassment Counselor. All complaints of sexual harassment and retaliation for reporting or participating in an investigation shall be directed to the Sexual Harassment Counselor or to a supervisor of your choice, either in writing or by requesting an individual interview. All complaints shall be handled as confidentially as possible. The Sexual Harassment Counselor will promptly investigate and resolve complaints involving violations of this policy and recommend to management the appropriate sanctions to be imposed against violators.

Training

Company will establish yearly training sessions for all employees concerning their rights to be free from sexual harassment and the legal options available if they are harassed. In addition, training sessions will be held for supervisors and managers, educating them in how to keep the workplace as free from harassment as possible and in how to handle sexual harassment complaints.

A copy of the policy will be distributed to all employees and posted in areas where all employees will have the opportunity to freely review it. Company welcomes your suggestions for improvements to this policy.