

PEOPLE'S PLACE

Sexual Harassment Policy

Approved By: Board of Directors
Review/Revision Date: 02/01/09

I. PURPOSE

The purpose of this policy is to ensure a work environment which prohibits all forms of sexual harassment.

II. POLICY STATEMENT

People's Place will not tolerate any form of sexual harassment.

III. APPLICATION

This policy applies to all People's Place staff, volunteers, clients and board members.

IV. DEFINITIONS

Sexual harassment – unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the working environment.

V. STANDARDS

- A. Any individual who believes he or she has been sexually harassed shall report the incident to any supervisory or administrative staff in order for an investigation to take place.
- B. Any individual who has knowledge of any sexual harassment that has taken place shall report the incident to any supervisory or administrative staff in order for an investigation to take place.
- C. The individual to whom the incident is reported shall immediately report it to the Executive Director or designee.
- D. Allegations that are substantiated shall be reported to the Board President by the Executive Director. All other allegations will be reported to the Board President at the Executive Director's discretion.

- E. A confidential investigation will be initiated.
- F. All witnesses and those who may have any knowledge of the alleged harassment will be interviewed. Failure to provide information shall be deemed a violation of this policy.
- G. All documents relating to the investigation will not be made a permanent part of the alleged harasser's personnel file until the charges have been substantiated.
- H. No retaliation will be taken against complainant who files a claim in good faith.
- I. If the claim of harassment is substantiated, prompt appropriate disciplinary action will be taken up to and including immediate termination.

VI. PROCEDURES

Individual Responsible

Action

Individual	1. Forwards written report of harassment to Human Resources.
Administration	1. Informs Executive Director of harassment complaint.
Executive Director or designee	1. Initiates an investigation. 2. Determines outcome of harassment complaint.

VII. EXHIBITS

- A. Delaware State Policy on Sexual Harassment Prevention