

PEOPLE'S PLACE

Sexual Harassment Policy

Approved By: Board of Directors
Review/Revision Date: 08/01/09

I. PURPOSE

The purpose of this policy is to establish the agency's position and practice with regard to sexual harassment in the workplace and to outline the method of reporting and resolving complaints.

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 sexual advances or verbal or physical conduct based on gender when:

- Submission to such conduct is a term or condition of an individual's employment
- Submission to or rejection of such conduct is used as the basis for employment decisions
- The conduct unreasonably interferes with the individual's job performance or creates an intimidating, hostile or offensive working environment.

V. STANDARDS

- A. People's Place strictly prohibits engaging in any form of sexual harassment, including, but not limited to, request for sexual favors, telling sexual jokes, displaying lewd pictures, touching private areas of a person's body or making lewd gestures, and making sexually-degrading remarks. Other harassing behaviors, such as repeated unwelcome non-work related calls of a sexual nature to an individual's home, work place or cellular phone is strictly prohibited.
- B. People's Place will not tolerate any such conduct. Any employee, who, after a complete and impartial investigation is found to have engaged in such conduct will be subject to appropriate disciplinary action, up to and including termination. Clients, volunteers and board members who engage in such conduct at a People's Place location will be subject to appropriate action necessary to eliminate the harassment.
- C. The agency expects 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.
- D. No employee will be subjected to retaliation (reprisal) for reporting, testifying, assisting or participating in any manner in an investigation proceeding or hearing resulting from a complaint of discriminatory or harassing behavior.

- E. No person shall intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with that person's right to file a complaint of sexual harassment.
- F. A confidential investigation may be conducted at anytime at the discretion of the Executive Director or at the request of the individual reporting the incident.
- G. 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.
- H. 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.
- I. 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.

VI. PROCEDURES

Individual Responsible

Action

Individual and/or witness

1. If you are the object of or witness unwelcome sexual harassment tell your supervisor immediately.

Supervisor/Program Director

1. Inform the person their behavior is unwelcome and ask them to stop.
2. Report the incident to your Associate Director.

Associate Director

1. Informs Executive Director of harassment complaint.

Executive Director or designee

1. Initiates an investigation.
2. Determines outcome of harassment complaint.