

Children's Advocacy Network

8.0 Anti-Harassment Policy

It is the Center's policy to provide employees with a workplace-free from harassment due to race, color, sex (regardless whether sexual in nature), religion, national origin, citizenship, age, physical or mental disability, protected activity or veteran status in the workplace. For these purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national original, age, physical or mental disability, or marital or veteran status.

Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic or physical conduct of a sexual nature. Sexual harassment undermines the integrity of the employment relationship. No employee, whether male or female, should ever be subjected to unsolicited, unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the right of others, that lowers morale, and therefore, interferes with our work effectiveness. It may include:

- Repeated offensive sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading verbal comments about an individual or his or her appearance; Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats; Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures; Unwanted physical contact, including touching, pinching, brushing body parts, pushing.

In addition, no employee may imply or threaten that an applicant's or employee's cooperation of a sexual nature (or refusal thereof) will affect that individual's employment, assignment, compensation, advancement, career development or any other condition of employment. We also prohibit retaliation against any

employee who rejects, protests, or complains about harassment of any type, sexual or otherwise. All employees, managers, and non-supervisors alike, must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violation of this policy may result in disciplinary action up to and including termination.

Employees who believe that they have been subjected to sexual harassment should immediately report this matter to the Executive Director or the President of the Board of Directors so that steps can be taken to stop the harassment. Under no circumstances need the employee report the harassment to a supervisor who is the person being accused of sexual harassment.

The Center will, to the maximum extent feasible, maintain the confidentiality of such complaints on a need to know basis. However, investigation of such complaints will generally require disclosure to the accused party and to her witnesses in order to gather pertinent facts.