

HARASSMENT POLICY

The organization is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of employees by anyone, including any supervisor, manager, co-worker, vendor, client, contractor, customer, or other visitor. Harassment consists of unwelcome conduct — whether verbal, physical, or visual — that is based upon a person's protected status, such as sex, color, race, ancestry, national origin, age, disability, genetic information, or other legally protected group status. The organization will not tolerate harassing conduct that affects tangible job benefits; that interferes unreasonably with an individual's work performance; or that creates an intimidating, hostile, or offensive working environment. Such harassment may include, for example, jokes about another person's protected status, kidding, teasing, or practical jokes directed at a person based on a protected status. The prohibited conduct also includes the following:

1. Epithets, slurs, negative stereotyping, or intimidating acts that are based on a person's protected status.
2. Written or graphic material circulated within or posted within the workplace that shows hostility toward a person or persons because of their protected status.
3. Sexual harassment deserves special attention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when any of the following occur:
4. Submission to the conduct is an explicit or implicit term or condition of employment.
5. Submission to or rejection of the conduct is used as the basis for an employment decision.
6. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment is conduct based on sex — whether directed towards a person of the opposite or same sex — and may include explicit discussions or descriptions of sexual positions, sexual innuendo, suggestive comments, sexually oriented kidding, teasing, practical jokes, or jokes about obscene printed or visual material, and physical contact such as patting, pinching, or brushing up against another person's body.

All employees are responsible for ensuring that all types of harassment are avoided. If you feel that you have experienced or witnessed harassment, you are to immediately notify your supervisor, the human resources manager, or any other member of company management.

The organization forbids retaliation against anyone for reporting harassment, assisting in making a harassment complaint, or cooperating in a harassment investigation. If you feel you have been retaliated against, you are to notify the human resources manager, your department head, or your supervisor. The organization will investigate all complaints of harassment thoroughly and promptly. To the fullest extent practicable, the organization will keep complaints and the terms of their resolution confidential. If an investigation confirms that a violation of this policy has occurred the organization will take all appropriate and corrective action ranging from discipline to immediate termination of employment.