



Policy Name:	Harassment-Free Workplace	Date Revised:	1/2013, 10/2017
Purpose:	Guidelines for Harassment Claims	Board Approval:	2013

Greater New Beginnings Youth Services is committed to providing all of its employees with a work place free of harassment. Greater New Beginnings Youth Services maintains a strict policy prohibiting sexual harassment and harassment based on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status or any other characteristic protected by applicable law. This prohibition applies to all employees, vendors, or customers of Greater New Beginnings Youth Services. No employee of Greater New Beginnings Youth Services is expected to tolerate any conduct prohibited by this policy from anyone while at work or engaged in Company business.

SEXUAL HARASSMENT DEFINED:

Sexual harassment prohibited by this policy included any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or
- Submission to or rejection of such conduct is used as a basis for employment decision affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee’s work performance or creating an intimidating, hostile, or offensive working environment.

The following is a partial list of conduct, which would be considered sexual harassment

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening retaliation after negative responses to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee’s body or dress
- Written communications of sexual nature distributed in hard copy or via a computer network

- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading word to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault, impeding or blocking movements
- Retaliation for making harassment reports or threatening to report harassment

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males and females to sexually harass males and other females.

OTHER TYPES OF HARASSMENT

- Verbal conduct such as threats, epithets, derogatory comments or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures
- Written communications containing statements which may be offensive to individuals in a particular protected group, such as racial/ethnic stereotypes or caricatures
- Retaliation for making or threatening to make harassment reports to Greater New Beginnings Youth Services, or for participating in an investigation into harassment allegations

COMPANY COMPLAINT PROCEDURES

Any employee who believes that he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report the behavior, preferably in writing, to the Administrator or any other higher level Supervisor in the organization.

When an employee becomes aware of harassing conduct engaged in or suffered by a Company employee, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferably in writing, to the Administrator or any other higher level Supervisor in the organization.

Whenever Greater New Beginnings Youth Services is made aware of a situation, which may violate this policy, Greater New Beginnings Youth Services will conduct an immediate, thorough and objective investigation of any harassment claims. If Greater New Beginnings Youth Services determines that the prohibited harassment has occurred, it will take appropriate action against a person found to have engaged in prohibited harassment to ensure that the conduct will not reoccur. A determination regarding the harassment alleged will be communicated to the person claiming harassment as soon as practical. The type of discipline administered will be dependent upon the severity of the conduct, as well as any other type of factors presented in the particular

circumstances. Employees violating the policy, however, are subject to discipline up to and including termination.

Greater New Beginnings Youth Services prohibits retaliation against any person by another employee or by Greater New Beginnings Youth Services for using this complaint procedure, reporting harassment, or for filing, testifying, assisting or participating in any matter in any investigation, proceeding or hearing conducted by Greater New Beginnings Youth Services or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Greater New Beginnings Youth Services does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including management employees.

I have read and agree to respect, comply and uphold stated policies and procedures.

Employee Signature

Date