

## **SAMPLE POLICY SEXUAL AND ANTI-HARASSMENT POLICY**

It is the policy of (COMPANY) to prohibit the sexual, or any type of, harassment of any Employee, whether male or female, at all levels of employment. This anti-harassment policy includes all protected classes under Title VII of the Civil Rights Act, including race, color, sex, religion, national origin, age, or disability. (COMPANY) is committed to a work environment free of inappropriate and disrespectful conduct and communication of a sexual nature. (COMPANY) strongly opposes harassment in any form. Sexual harassment in the workplace by a manager, Employee or non-Employee, including any vendor or client, will not be tolerated. Sexual harassment is against (COMPANY)'S policy and is a violation of Title VII of the Civil Rights Act of 1964, as well as the applicable laws of the state.

Sexual harassment refers to behavior of a sexual nature that is not welcome, is personally offensive, debilitates morale or interferes with the work performance and effectiveness of the person to whom it is directed. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes harassment when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual;
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

In the event an Employee is subject to conduct which s/he believes is sexual harassment, the Employee is to immediately report that conduct to the (EMPLOYEE'S SUPERVISOR). In the event the Employee believes that (EMPLOYEE'S SUPERVISOR) is not the appropriate person with whom to lodge the complaint, the complaint should be lodged with (MANAGER). (Note: Establish a chain for the grievance procedure)

When the (EMPLOYEE'S SUPERVISOR) has received a complaint, the (EMPLOYEE'S SUPERVISOR) is to report the complaint to the (MANAGER) immediately.

The (MANAGER) shall conduct an investigation, obtain written statements from each person with knowledge of the matter, and shall make a decision with regard to discipline or non-discipline of the charged Employee.

A finding of sexual harassment in the workplace is considered a serious violation of (COMPANY'S) policies and may result in immediate termination from employment.

Employees are required to use this complaint procedure if they believe they have been subjected to discrimination and/or harassment or have knowledge of any discrimination and/or harassment in the workplace.

The initiation of a complaint, in good faith, shall not under any circumstances be grounds for discipline. It is a violation of (COMPANY'S) policy for an individual to be disciplined or otherwise disadvantaged as a result of the good faith resort to this complaint procedure.