

1-5 Non-Harassment

Sexual Harassment

Policy: Sexual harassment is a violation of the law and against the policy of Agenda for Children. It will not be tolerated.

Recognizing Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either 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 the basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples: Some examples of conduct that may, alone or in cumulative effect, be sexual harassment include:

Verbal (spoken)

sexual innuendos
suggestive comments
insults
humor and jokes about sex
threats or sexual demands

Non-Verbal (Unspoken)

leering
whistling
obscene gestures

Physical

touching
pinching
brushing the body
coerced sexual activities
assault

Other Prohibited Harassment

Policy: Harassment on the basis of race, color, religion, gender, national origin, age, disability, genetic information or any other prohibited basis is also a violation of the law and against the policy of Agenda for Children. It will not be tolerated.

Recognizing Other Prohibited Harassment: Other prohibited harassment may be defined as conduct that denigrates or shows hostility or aversion toward an employee because of his/her race, color, religion, gender, national origin, age, disability, genetic information or other protected characteristic or that of his/her relatives, friends or associates.

Examples: Some examples of conduct that may, alone or in cumulative effect, be considered other prohibited harassment include:

Verbal (spoken)
epithets
slurs
unwelcome jokes

Non-Verbal (Unspoken)
negative stereotyping
distributing, circulating
or posting written or
graphic material

Physical
threats
intimidation
hostile acts

Management Responsibility

Sexual harassment and other prohibited harassment undermine employee morale, interfere with productivity and cause hostility between employees. Agenda for Children strongly disapproves of sexual harassment and other prohibited harassment and will take appropriate action to end such harassment and to prevent a recurrence of any such misconduct. Whether or not a particular incident is the result of a social relationship without sexual harassment requires complete factual investigation.

Given the nature of this type of discrimination, Agenda for Children recognizes that false accusations of harassment can have serious effects on innocent individuals. Agenda for Children trusts that all employees will act responsibly in reporting harassment.

Procedure for Making a Complaint

An employee who believes he or she has been the subject of sexual harassment or other prohibited harassment should report the alleged act immediately, or as soon as possible, to either the Vice President, Finance & Administration or the Chief Executive Officer. It is not necessary for an employee to complain first to the offending person in order to report harassment.

Investigation

Agenda for Children will investigate each charge of sexual harassment or other prohibited harassment by gathering information in as confidential a manner as possible from all concerned. Agenda for Children will not retaliate against any employee because he or she reports alleged harassment or cooperates with any investigation. Agenda for Children may consult with its attorneys in order to determine whether any conduct found to have occurred constitutes sexual harassment or other prohibited harassment. If such harassment is found to have occurred, Agenda for Children will take prompt remedial action to end the harassment. In addition, Agenda for Children may make subsequent inquiries, from time to time, to ensure that any such harassment has not resumed and that the subject of any such harassment has not suffered any retaliation.

Discipline

Any employee found by Agenda for Children to have improperly harassed another employee will be subject to appropriate discipline, up to and including termination of employment.