



## **Harassment Policy**

The Center is committed to providing a work environment that is free of discrimination and harassment. In keeping with this policy, the Center strictly prohibits harassment on the basis of race, sex, actual or perceived gender of gender identity, color religion, sexual orientation, age, national origin, marital status, HIV/AIDS status, veteran status, mental or physical disability, or any other characteristics protected under Federal, State or local law.

Harassment may take many forms, all of which are prohibited. The most common forms include:

- Verbal harassment such as threats, jokes, epithets, slurs, negative stereotyping and unwelcome remarks about an individual's body, color, physical characteristics, appearance or talents, questions about a person's sexual practices, and patronizing terms or remarks.
- Physical harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body and threatening, intimidating, or hostile act that relate to protected characteristics.
- Visual harassment, such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures display of sexually explicit, suggestive or lewd objects, unwelcome notes, or letters, and any other written or graphic material that degrades or shows hostility or aversion towards an individual, because of a protected characteristic that is placed on walls, bulletin boards, or elsewhere on the Center's premises or circulated in the workplace. This is not intended to include materials being appropriately used in the course and scope of performing your work duties.

## **There are two distinct categories of sexual harassment:**

1. Sexual harassment occurs when an individual's submission to or rejections of unwelcome sexual conduct is used as a basis for employment decisions affecting that individual, including grating of employment benefits; in addition,
2. Sexual harassment occurs when unwelcome sexual conduct interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it does not lead to tangible or economic job consequences.

If you believe that comments, gestures, or conduct of any staff, supervisor, volunteer, or person doing business with or for the Center is offensive, you should immediately report the facts of the incident and the names of the people involved to the Director of the Center, the President of the Board, or another Board member.

**No individual shall suffer any reprisals or retaliation from the Center for reporting any incident of harassment, or for participating in any investigation of incidents of actual or perceived harassment.**

**By signing below you are indicating that you have read, understand and agree to adhere to the letter and spirit of these policies and guidelines.**

## **Harassment Policy Agreement**

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_