

Sexual Harassment Policy

_____ prohibits employee discrimination of any kind, including sexual harassment by employees, managers, vendors and customers. Sexual Harassment is defined as any harassment based on a person's sex, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, including offensive remarks about a person's gender. Both males and females can be victims of sexual harassment. Prohibited behavior includes any behavior that creates an offensive work environment (Hostile Environment) or that results in an adverse employment decision such as the victim being fired or demoted (Quid pro Quo). Some examples include:

- A manager threatening a bad performance review if an employee doesn't go on a date with her
- An employee reporting that her co-worker suggestively brushed up against her while she was working
- A customer answering the door naked asking the serviceman to come upstairs
- Employees objecting to a transsexual using their shared restroom/locker area
- An employee ridiculed by his manager in the restroom in front of his peers

Individuals violating this policy will be subject to discipline, up to and including termination of employees, regardless of their gender, are required to report suspected sexual harassment directly to their supervisor, the HR manager, _____ or the owner of the company _____ immediately in person, via phone call _____ or email _____. Complaints of harassment will be documented and investigated as soon as possible, and a resolution provided to the victim in writing within 60 days. Insofar as possible, complaints will be maintained as confidential to prevent retaliation while the complaint is being researched and/or resolved.

In addition, _____ prohibits retaliation of any kind against an individual claiming harassment.

I have read, understood and agree to abide by this policy.

Name

Title

Signature

Date

This policy is to be shared with employees. Signed original to be maintained in the personnel file.