

## **SEXUAL HARASSMENT POLICY**

This policy is to stress the organization's strong opposition to sexual harassment and identify the complaint procedures available to victims, as well as the disciplinary penalties that could be imposed for sexually harassing conduct or behavior as listed below.

Sexual harassment includes any unwelcome sexual advances, display of obscene materials, request for sexual favors, and other verbal or physical conduct of a sexual nature that interferes with an individual's work performance or simply creates an intimidating, hostile or offensive work environment.

It is illegal and against the agency's policy for any worker, male or female, to harass another worker or to create a hostile working environment by either committing or encouraging:

Physical assaults on another employee, including but not limited to, rape, sexual battery, molestation, or attempts to commit these assaults.

Intentional physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, or brushing up against another employee's body.

Unwanted sexual advances, propositions, or sexual comments, including sexual gestures, jokes, or comments made to, or in the presence of any employee, consumer or other individual, slang including jargon to describe sexual acts, body parts or body functions.

Challenge will not condone any sexual harassment of its staff members. All workers, including supervisors and managers, will be subject to severe discipline, up to and including discharge, for any act of sexual harassment.

Individuals who feel victimized by sexual harassment at work should report the harassment to their supervisor and/or the Director of Human Resources immediately. If the individual's immediate supervisor is the source of the alleged harassment, the individual should report the problem to the supervisor's superior or the Director of Human Resources. Any complaints of sexual harassment should be reported as soon as possible; within two weeks of the occurrence.

The Director of Human Resources will be responsible for the investigation of all sexual harassment complaints. Every effort will be made to preserve the confidentiality of the parties involved. All actions taken to resolve complaints of sexual harassment will be confidential. All complaints will be handled promptly and, to the extent possible, the privacy of the complaining party and the person accused of sexual harassment will be kept confidential, consistent with the need to fairly investigate and correct the situation.

Retaliatory action of any kind against an employee who charges sexual harassment will not be tolerated and will be subject to disciplinary action.