

ARC OF ST. CHARLES SEXUAL HARRASSMENT POLICY



Prohibition of Workplace and Sexual Harassment

Workplace harassment is defined as verbal or physical conduct based on race, color, religion, national origin, age, or disability that creates an intimidating, hostile, or offensive work environment.



It is the policy of The Arc of St. Charles to provide and maintain a workplace free of any type of harassment, including harassment based on race, color, religion, national origin, age disability, or sex. Sexual harassment is specifically defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- a- such conduct is made either explicitly or implicitly, a term or condition of employment, or
- b- rejection of such conduct by an individual is used as a basis for employment decisions affecting such employee, or
- c- conduct has the purpose or effect of unreasonably interfering with or creating an intimidating, hostile, or offensive working environment.



If you are subjected to prohibited or illegal harassment as defined here, you should promptly report the alleged act to any of the following: (a) the Human Resources Coordinator or (b) the Executive Director. It is not necessary for you to complain first to an offending supervisor to report sexual harassment.



The agency will thoroughly investigate any allegation of harassment and will maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in sexual or workplace harassment of another employee will be subject to appropriate disciplinary action, up to and including termination. The Arc of St. Charles will not condone or authorize any kind of retaliation against any employee who has made a good faith effort to report actions, which they believe, are in violation of this policy.

Remember, we cannot act on behalf of an employee who has been the victim of sexual or workplace harassment unless we know about it. We encourage you to come forth with any inappropriate behavior, if warranted.

Employee Signature _____

Agency Representative Signature _____

Date: _____