

The Right Door for Hope, Recovery and Wellness

Chapter Title	Section #		Subject #
Human Resources	HR		515
Subject Title Sexual Harassment	Adopted 4/26/99	Last Revised 2/15/16	Reviewed 7/21/05; 11/27/06; 10/27/08; 10/26/09; 11/22/10; 11/28/11; 2/25/13; 3/24/14; 2/23/15; 2/22/16

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness

1.0 Sexual Harassment

- 1.1 The Employer prohibits sexual harassment of any person or group of people by an employee. Sexual harassment is a serious violation of Employer rules and is subject to disciplinary action, up to and including termination.
- 1.2 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when
 - 1.2.1 Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or of creating intimidating, hostile or offensive employment environment; or
 - 1.2.2 Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting an individual's employment; or
 - 1.2.3 Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment.

2.0 Reporting

- 2.1 An employee who believes he or she has been sexually harassed should first confront the individual and ask the behavior to stop.
- 2.2 If this is not possible, or if the behavior continues, the individual must report the incident as soon as possible to his/her Supervisor, the Human Resources Director, or the Compliance Officer.
- 2.3 Employees are responsible to report all sexual harassment or suspected sexual harassment that they become aware of.
- 2.4 The report may be made verbally or in writing and may be delivered in person, by phone or by leaving a voice mail message to any of the aforementioned agency representatives.
- 2.5 The employer shall conduct a full investigation of any report of sexual harassment involving an employee.

References

Federal Regulation 29 CFR 1604.11
Title VII of the Civil Rights Act of 1964
Elliot-Larsen Civil Rights Act, Act 453 of 1976
CARF Standards Manual, Section: Human Resources

Melissa McKinstry, Board Chairperson	Date		