

# The Right Door for Hope, Recovery and Wellness

Chapter Title <b>Human Resources</b>	Section # <b>HR</b>		Subject # <b>515</b>
Subject Title <b>Sexual Harassment</b>	Adopted 4/26/99	Last Revised 2/22/16	Reviewed <small>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; 02/27/17; 3/28/18</small>

**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, offensive remarks about a person's sex 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 they have 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 their 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 voicemail 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 CRF 1604.11  
 Title VII of the Civil Rights Act of 1964  
 Elliot-Larsen Civil Rights Act, Act 453 of 1976  
 CARF Standards Manual, Section: Workforce Development and Management

Nancy Patera, Board Chairperson	Date		