| Chapter Title | Section # | | Subject # |
|---|---|---|---|
| Human Resources | HR | | 515 |
| Subject Title<br>**Sexual Harassment** | Adopted<br>4/26/99 | Last Revised<br>2/22/16 | Reviewed<br>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; 4/29/19; 5/26/20 |

**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**

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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

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| Melissa McKinstry, Board Chairperson | Date | | |