



**Series:** 1200 Human Resources

**Policy Name;** **Sexual Harassment**

**Policy Number:** 1215

**Origination Date:** 11/01/2013

**Revision Date:** May 5, 2023

**Regulation:** N/A

**Attachments:** None

**Policy:** It is the policy of Communities Connected for Kids that all employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship. No employee -- either male or female -- should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment is unlawful and will not be tolerated by Communities Connected for Kids.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

Such conduct, whether committed by supervisor or non-supervisory personnel, is specifically prohibited. This includes: repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical contact. All employees should maintain appropriate professional boundaries. This is especially imperative for those in positions of authority (i.e. Managers and Supervisors).

In addition, no one should imply or threaten that an applicant or employee's cooperation of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

**Procedure:**

Communities Connected for Kids supervisors have a duty to report any allegations brought to them by employees regarding behavior that may violate this policy. Employees should not expect, and may not require, a supervisor to hold such information in confidence. Supervisors must report the information to their supervisor, Human Resources or any member of management immediately. If in the event, an employee experiences or observes any form of sexual harassment, as defined, it should be reported immediately. The process for reporting is defined in Communities Connected for Kids Employee Handbook.



If sexual harassment is committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, mandated training, transfers and other formal sanctions including termination of employment.

Any questions regarding either this policy or a specific situation should be addressed to the appropriate supervisor or Human Resources department personnel. If you prefer not to discuss the matter with your supervisor or a Human Resources representative, you may discuss it with any other member of management or address the situation with the Chief Executive Officer (CEO).

DocuSigned by:  
Approved: *Carol Deloach*  
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Carol Deloach, CEO

May 5, 2023