

POLICY 12

Unlawful Harassment

12.1 It is the policy of Dwelling Place that all employees are responsible to conduct themselves so that the work place is free from harassment based on any protected classification. Because of the Agency's strong disapproval of such conduct, all employees must avoid any action which violates this policy. This policy also protects employees from harassment by clients, residents, visitors, or other third parties with whom they come into contact at work. Any employee who engages in such conduct will be subject to discipline up to and including discharge.

12.2 For purposes of this policy, sexual harassment includes:

- a. Unwelcome sexual advances or requests for sexual favors.
- b. Verbal comments, abusive language, degrading comments, or sexual flirtation or innuendo.
- c. Other verbal or physical conduct of a sexual nature that substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
- d. Making submission to or rejection of sexual advances the basis for employment decisions.

12.3 This policy also addresses other types of harassment based on any protected classification. Examples may include verbal comments, ethnic slurs, racial epithets, visual displays, abusive language, degrading comments, or other comments or behavior which disparage or denigrate others based on a protected classification.

12.4 Any employee who has a concern about possible harassment at work by anyone, including supervisors, co-workers, clients, or the public should immediately bring the problem to the attention of any department head, Human Resources or a Dwelling Place Officer. All issues of potential harassment will be promptly handled through the following procedures.

All information disclosed in the procedure will be handled with discretion and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

- a. Step 1—Any problems or concerns brought to the attention of management will be referred immediately to the Chief Executive Officer. The Chief Executive Officer, or his or her designee, will discuss the nature of the concern with the reporting employee. The employee may be required, in order to aid investigation, to confirm the facts involved in writing. The Chief Executive Officer, or his/her designee, may suspend the person who is alleged to have harassed the complaining party while investigating the complaint.
- b. Step 2—The Chief Executive Officer will promptly investigate the matters brought to his/her attention, including conducting interviews with any persons who might assist in resolution of the complaint. The individual will be required to respond to any concerns and to fully cooperate in Dwelling Place's investigation of the alleged harassment.
- c. Step 3—Upon completing the investigation, the Chief Executive Officer, or his or her designee, will inform the complaining party and the alleged harasser of the investigation's results. Persons found to have violated this policy will be subject to discipline, up to and including discharge.

12.5 Dwelling Place will not retaliate against any employee who makes a good-faith complaint of harassment under this policy.