

Policy number: V-7	Subject: SEXUAL HARASSMENT
	Revision: one
Approved: Agency Board: June 28, 2006	
Policy Council: May 17, 2006	

OBJECTIVE:

It is the object of this agency to provide a working environment that promotes equality and respect for individual rights.

POLICY:

The Agency prohibits sexual harassment of its employees in the work place by any person in any form.

PROCEDURE:

Employees should be able to work in an environment free from sexual harassment in any form, particularly those involving:

1. Unwelcome sexual advances as a condition of your employment or in return for other favors;
2. Workplace decisions that affect your employment and that you believe to be made because of your reactions to unwelcome advances;
3. Your work environment, if you feel it is hostile or offensive to you.

If you have encountered any of these, the agency has a need to know about circumstances that can affect your performance or make you uncomfortable at work. If such a situation does arise or exists, please contact the Director. An immediate investigation will be discreetly conducted and, if warranted, disciplinary action taken. While complete confidentiality cannot be guaranteed, the agency does guarantee that no retaliatory measures will be taken against you as a result of the complaint.

Examples of sexual harassment include, but are not limited to:

- a. Some incidents of physical assault.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion.
- c. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work.
- d. Sexual comments or inappropriate references to gender or physical characteristics.
- e. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.).
- f. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
- g. Inquiries and comments about sexual activity, experience, or orientation.
- h. The display of inappropriate sexually oriented materials in a location where others can view them.

Other Harassment

1. All persons involved in the Agency are entitled to work in an atmosphere free of harassment of any kind. Individuals may occasionally make statements or use words, objects, or pictures that others could interpret as being insulting or derogatory towards persons based on their race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected by Federal and state law or regulation.
2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his or her job. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.

Reporting Procedures

1. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone has a responsibility to immediately bring the matter to the Program Administrator's (or the Board Chair's, if the complaint concerns the Administrator) attention. If an employee reports an incident, the Program Administrator is responsible for immediately investigating the alleged incident.
2. SVPDA will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
3. Complainants will be asked to provide a written description of their complaint to the Program Administrator.
4. Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action.
5. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and to the respondent.
6. If it is concluded that discrimination, harassment or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.