

Sexual Harassment

1. **Sexual Harassment** consists of unsolicited and unwelcome sexual advances, requests for sexual favors/and or other verbal, physical or visual conduct of a sexual nature which occurs under the following circumstances:
 - (a) Submission is explicitly or implicitly a term or condition of employment.
 - (b) Submission is used as a basis for employment decisions affecting the employee or applicant.
 - (c) Such conduct has the potential to negatively affect the employee's or applicant's performance and/or create an intimidating, hostile or otherwise offensive working environment.

2. **Sexual Harassment** includes, but is not limited to:
 - a) Making unsolicited written, verbal, physical and/or visual contact with sexual overtones.
 - b) Expressing sexual interest after being informed that the interest is not welcome.
 - c) Making reprisals, threats of reprisals or implied threats of reprisals after being made aware that the interest is not welcome.
 - d) Engaging in implicit or explicit coercive sexual behavior to control, influence, or affect a career, salary and/or work environment of employee or applicant.
 - e) Offering favors of employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, classifications, etc., in exchange for sexual favors.

Transgender

Transgender is a term used to describe people whose gender identity differs from the sex they were assigned at birth. Gender expression is defined by the law to mean a "person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth." Gender identity and gender expression are protected characteristics under the Fair Employment and Housing Act. That means that employers, housing providers, and businesses may not discriminate against someone because they identify as transgender or gender non-conforming. This includes the perception that someone is transgender or gender non-conforming.

Complaint Process

An employee who believes they are being sexually harassed must immediately notify their supervisor and notify the other party that the behavior is offensive and unwelcome. If you believe it would be inappropriate to contact that person, contact the company President.

The Company will consider **Sexual Harassment** a major offense that will result in disciplinary action up to and including termination.

Mandatory Sexual Harassment Training

The Company must provide at least two (2) hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and to all new supervisory employees with-in 6 months of their new management role.

The Company will provide sexual harassment training and education to each supervisory employee once every two (2) years. The training and education required by this section will include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and must be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Retaliation

The Company will maintain a zero tolerance policy in regards to retaliation by anyone towards an employee who files a sexual harassment claim. The Company will not tolerate false claims or charges of Sexual Harassment. An employee who retaliates against a person who filed harassment, or an employee who deliberately makes a false claim of Sexual Harassment, will be subject to disciplinary action up to and including termination.

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