



## SEXUAL/WORKPLACE HARASSMENT

Policy Council Approval:  
Personnel Committee Approval: 1-8-13

Board Approval: 1-24-13

### A. DEFINITIONS

**Sexual harassment is defined** as any unwelcome sexual advance or conduct that is job related and that creates an intimidating, hostile, or offensive working environment for one or more employees. It may also be defined as any behavior associated with the workplace that is related to a person's gender that a reasonable woman or man would find offensive. Examples of sexual harassment include: (1) making vulgar comments regarding a person's physical attributes; (2) coercing someone into having a sexual relationship; and (3) compelling someone to dress in an abbreviated outfit in public.

**Discriminatory harassment is defined** as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

### B. WORKPLACE/SEXUAL HARASSMENT POLICY

YVEDDI prohibits all forms of sexual harassment and other types of discriminatory harassment, whether it is physical or verbal harassment and regardless of whether committed by supervisory or non supervisory personnel. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers, community network and clients.

This includes, but is not limited to, repeated offensive or unwelcome sexual flirtations, advances, or propositions; continual or repeated verbal abuse of a sexual/discriminatory nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures.

The following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in YVEDDI's premises such as on an employee's desk or workspace or on agency's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

All employees are responsible for reporting incidents of possible sexual or other discriminatory harassment. Each employee has the duty to answer all questions honestly and completely during any harassment investigation. Individual(s) alleged to have committed harassment have the right to be presented with the allegations and have the responsibility and a right to respond to the allegations.

Employees who violate this policy are subject to discipline, up to and including dismissal or legal action. YVEDDI prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

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Employee Signature

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Date