

Sexual Harassment Policy

The Board of Directors of Hased House of Hope strives to maintain a work environment free from sexual harassment and to provide suitable means for an employee or volunteer to raise concerns about sexual harassment.

Title VI of the Civil Rights Act of 1964 prohibits employment discrimination based on religion, color, national origin, race, disability and sex.

Sexual Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constituting sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term of condition of employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;
- Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating or hostile, offensive work environment.

Sexual harassment does not normally include personal compliments welcomed by the recipient or relationships freely entered into by employees or perspective employees.

The Board of Directors shall not tolerate any form of sexual harassment. An investigative review will be conducted by the Executive Committee or the Human Resources Committee following a written complaint and appropriate action shall be taken upon completion of review of the findings.

This policy shall apply to all Board Members, staff, volunteers, residents, and any other person involved in actions of the shelter or its property.

Any reports of allegations shall be directed to the Chair of the Board of Directors. The Chairperson is responsible for the investigation of all complaints/allegations and should involve the Executive Committee members or designees.

The investigating committee shall review complaints/allegations to determine what, if any, actions should be taken. Disciplinary actions may lead up to or include termination of employment, termination of services, or termination of rights to be involved with the shelter program.

Confidentiality of all information of those involved shall be maintained to the greatest extent possible.

In the event of an alleged incident involving sexual harassment, the following procedures shall be followed:

1. Every employee shall have the right to present his/her complaint without interference, coercion, restraint, discrimination, and without fear of reprisal.
2. Employees and/or supervisors shall report allegations of sexual harassment immediately to the Chairperson of the Hesed House of Hope Board of Directors or the Chairperson of the Human Resources Committee.
3. If the complaint is presented orally, either the complainant or the person hearing the complaint must put it in writing.
4. All complaints shall be investigated promptly by the Executive Committee or its designees.
5. The complainant(s) shall be advised of the conclusion of the investigation and that appropriate actions have been taken as a result of the findings of cause. Specific actions may not be revealed to complainants, as it may be a confidential personnel matter.
6. Confidentiality is the highest priority of all involved in the investigation. However, any supervisors shall be aware of the actions taken and of any corrective action plans to allow for monitoring for compliance.

I have read and understood this policy.

Name

Date