

Preventing Workplace Harassment



What Is Harassment?	Examples That May Violate Policy	Reporting Harassment	No Retaliation
<p>Harassment is an unlawful form of discrimination and falls into two categories:</p> <p>Hostile Work Environment: Unwelcome conduct or comments based on a legally protected class that unreasonably interferes with a person’s work performance or creates an intimidating, hostile or offensive work environment.</p> <p>Protected classes include, but are not limited to: Race, Color, Age, Religion, Sex, Sexual Orientation, Gender Identity, National Origin, Ethnicity, Disability, Genetic Information, and Veteran Status or any other class specifically protected under local, state or federal law.</p> <p>Quid Pro Quo: This occurs when the submission to or rejection of sexual conduct by a person with authority (supervisor or manager) is used as the basis for an employment related decision or the submission to or rejection of the sexual conduct is implicitly or explicitly made a term or condition of employment.</p> <p>In general the law does not prohibit minor or isolated incidents that do not result in a negative employment action or hostile work environment. However, such conduct may still violate the company’s standards of conduct policy.</p>	<ul style="list-style-type: none"> ■ Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes; ■ Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual; ■ Visual forms of harassment such as derogatory, offensive or sexually suggestive emails, text messages, or pictures displayed in the workplace; and, ■ Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures. 	<p>Please contact your supervisor immediately if:</p> <ul style="list-style-type: none"> ■ You feel you have been the victim of harassment by vendors, visitors, customers, co-workers, or supervisors, or others; ■ You observe or hear of conduct which may be harassment prohibited by this policy; or, ■ You feel you have been retaliated against in any way by anyone for raising concerns under this policy. <p>If you are uncomfortable speaking to your supervisor for any reason, please feel free to bring your concerns to any manager or Human Resources.</p> <p>Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be in violation of our company policies regarding harassment of other employees will be immediately and appropriately disciplined, up to and including immediate discharge.</p> <p>The Company will not tolerate harassment.</p>	<p>The company takes all reports of harassment seriously. Retaliation against employees who experience, witness or report harassment or other similar conduct addressed by our policies, or who participate in a harassment investigation will not be tolerated.</p>