

1:15 HARASSMENT

1. No Harassment

- a. Children Unlimited will not tolerate harassment of its staff members. This means that the following behaviors are grounds for disciplinary action, including termination:
 - 1) verbal harassment such as derogatory or vulgar comments regarding a person's race, sex, sexual orientation, religion, ethnic heritage, disability, veteran status, marital status, physical appearance
 - 2) distribution of written or graphic material having such effects as cited in 1:15.1.a.1 thereby creating a hostile environment
 - 3) physical harassment such as hitting, pushing, or other aggressive physical conduct, or threats to take such action
 - 4) sexual harassment – see 1:15.2. below
 - 5) retaliation against staff members for complaining about such behaviors
- b. Any person who has a complaint of harassment against a superior, a co-worker, a volunteer, a vendor or a person we serve, should bring the problem to the attention of the Executive Director. If the complaint involves the Executive Director, the staff member should notify the Chair of the Personnel Committee of the Board.
- c. Children Unlimited prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint.
- d. Complaints will be investigated as promptly, and handled as confidentially, as possible. A full and impartial investigation will include, but not be limited to, discussion with both parties and witnesses. The Personnel Committee of the Board may review the recommendation and corrective action. The Executive Director will notify all parties of the decision, and implement that decision.

2. Sexual Harassment

- a. Children Unlimited will not tolerate sexual harassment of or by its staff members. This means that the following behaviors are grounds for disciplinary action, including termination:
 - 1) unwelcome sexual advances
 - 2) requests for sexual acts or favors

- 3) insulting or degrading sexual remarks, written materials or conduct directed against another staff member
 - 4) explicit or implicit threats, demands or suggestions that a staff member's employment, performance appraisal rating, promotion or job assignment is contingent upon toleration of or acquiescence to sexual advances.
 - 5) retaliation against staff members for complaining about such behaviors
 - 6) any other deliberate or repeated unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.
- b. Any person who has a complaint of sexual harassment against a superior, a co-worker, a volunteer, a vendor or a person we serve, should bring the problem to the attention of the Executive Director. If the complaint involves the Executive Director, the staff member should notify the Chair of the Personnel Committee of the Board.
 - c. Children Unlimited prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint.
 - d. Complaints will be investigated as promptly as possible. A full and impartial investigation will include, but not be limited to, discussion with both parties and witnesses. The Personnel Committee of the Board may review the recommendation and corrective action. The Executive Director will notify all parties of the decision, and implement that decision.