

SEXUAL HARRASSMENT POLICY: “NO TOLERANCE”

The NOAH Center does not tolerate sexual harassment. NOAH provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implied, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring a sexual act or favor to keep a job, to procure a job or raise, or to obtain a promotion.

NOAH prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, harassing an employee or creating a hostile or intolerable working environment by exhibiting, committing or encouraging:

- Pornographic material or sexually explicit posters, calendars, graffiti or objects;
- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- Intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such acts or assaults.
- Promising a tangible job benefit or threatening to take away a tangible job benefit in exchange for sexual favors or acts

NOAH will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. NOAH reserves the right and hereby provides notice that third parties may be used to investigate claims of sexual harassment. All employees, including supervisors and managers, will be subject to severe discipline, up to and including discharge for any act of sexual harassment they are believed to have committed.

Reporting Procedure

If you are sexually harassed, you must report the act of harassment to (your immediate supervisor, first level of management) immediately. If you feel uncomfortable doing so or if (your immediate supervisor, first level of management) is the source of the problem, condones the problem or ignores the problem, report to the (second level of management or, if none, director).

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to (next level of management or, if none, director). You are not required to directly confront the person who is the source of your report, question, or complaint before notifying those individuals listed.

Saved as: J/Admin/Human Resources/Sexual Harrassment Policy