

SEXUAL HARASSMENT/PERSONAL TOUCHING POLICY

EFFECTIVE DATE: 1 January 2013

POLICY APPLIES TO: Staff, residents, and volunteers

BACKGROUND: TSW supports that all persons have a right to work and serve in an environment free from discrimination and harassing conduct, including sexual harassment. TSW staff and volunteers are to model the highest levels of moral and respectful conduct.

POLICY STATEMENT: TSW does not permit any form of unwelcome and sexually-suggestive language, images, gestures, or actions towards any other person while on TSW property, in the conduct of TSW business, or while representing TSW publicly. Sexual harassment includes unwelcome sexual advances, unwelcome physical contact, or unwelcome verbal or physical conduct of a sexual nature.

Verbal harassment may include: jokes, insults, innuendoes, degrading remarks; comments about a person's body or sexuality, or pressures for sexual attention. Non-Verbal harassment may include: gestures, staring, touching, hugging, patting, blocking a person's movement, standing too close, brushing against a person's body, or display of sexually suggestive or degrading pictures, websites, or other derogatory cartoons or drawings.

Any employee who believes he or she is being harassed, or who becomes aware of harassment, should promptly notify his/her supervisor, the Executive Director, or the Board Chair.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint. Such employees may not be adversely affected in any manner related to their employment.

Signature of Employee