

HARASSMENT FREE WORKPLACE POLICY

SCHRA is committed to maintaining a work environment that is free from unlawful harassment, so that employees at all levels of the Agency are able to devote their full attention and best efforts to the job. Harassment, either intentional or unintentional, will not be allowed in the workplace. SCHRA prohibits and will not tolerate any form of harassment of or by any employee or individual within the Agency (whether managerial or non-managerial) based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity, disability (physical or mental), or any other characteristic protected by federal and state law and/or regulations or the SCHRA Equal Employment Opportunity Policy. Harassment by non-employees (Example: Clients) is also prohibited.

SCHRA takes very seriously its commitment to providing a respectful work environment and will not tolerate disrespectful or bullying behavior toward anyone for any reason. We expect and require all employees to create and maintain a respectful and professional work environment.

Types of harassment include:

Sexual Harassment

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:
 - a. Submission to such conduct is either explicitly or implicitly made a term or condition of employment or participation in Agency programs.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting employment or program participation..
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment .
2. Examples of sexual harassment include, but are not limited to:
 - a. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion or program participation.
 - b. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work.
 - c. Sexual comments or inappropriate references to gender or physical characteristics.
 - d. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.).

- e. Unwanted touching, patting, hugging, brushing against a person's body, or staring.
- f. Inquiries and comments about domestic status, sexual activity, experience, or orientation.
- g. The display of inappropriate sexually oriented materials.

Other Harassment

1. All persons involved in the Agency are entitled to work and access services in an atmosphere free of unlawful harassment of any kind (including disrespectful behavior) because of race, color, age (40 and older), national origin, religion, disability, gender identity, sexual orientation or preference or any other legally protected characteristic.. Individuals should refrain from making statements or using words, objects, or pictures that others could responsibly interpret as being insulting or derogatory and based on a protected characteristic.
2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an employee's ability to perform his/her job or with a client's comfort in accessing services. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.

Bullying

Disrespectful and bullying behavior toward anyone is unacceptable workplace behavior. Bullying or victimizing another employee is also considered "harassment" under this policy. Bullying is defined as conduct including, but not limited to:

1. Repeated infliction of verbal abuse such as derogatory remarks, insults, or labels.
2. Verbal or physical conduct that is threatening, intimidating, or humiliating.
3. Sabotage or undermining of an employee's work performance.
4. Exploitation of an employee's psychological or physical vulnerability.

Such conduct will not be tolerated, and all employees are expected to treat other employees with respect and dignity.

It is a requirement of all SCHRA employment to work courteously and cooperatively with co-workers, supervision, clients and the public.

Reporting Procedures

1. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment or bullying at work by anyone has a responsibility to immediately bring the matter to the attention of the Human Resources Director(see #2). If an employee reports an incident, the Human Resources Director is responsible for immediately investigating the alleged incident.
2. If the complaint is about the Human Resources Director, the Executive Director or Governing Board Chairperson should receive and investigate the complaint. If the complaint is about the Executive Director, the report should be made to the Governing Board Chairperson, who shall designate an investigating official not employed by the Agency.
3. SCHRA will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved. Complainants will be asked to provide a written description of their complaint to Human Resources Director.
4. Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action.
5. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the respondent.
6. If it is concluded that discrimination, harassment, or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.