



Standard Operating Procedures (SOP) Administration

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Title of SOP Author	HR Manager	Date of E.D. Approval	10-2015

Workplace Harassment Procedures	
Purpose	<p>YVEDDI strives to create and maintain a work environment in which employees, clients and visitors are treated with dignity, decency and respect. The environment of the agency is characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees expect to be able to work and learn in a safe, yet stimulating atmosphere, and the accomplishment of this goal is essential to the mission of the agency. For that reason, YVEDDI will not tolerate discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the agency will prevent, correct and discipline behavior that violates this policy.</p> <p>All employees, regardless of their positions, are covered by and shall comply with this policy and shall take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment</p>
References	YVEDDI Human Resource Policy Manual – pages 23-25
Scope	All employees
Definitions/ Background	<p>Harassment – For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker or any person working for or on behalf of YVEDDI. This includes but is not limited to the following types of harassment:</p> <ul style="list-style-type: none"> ▪ Verbal taunting (including racial and ethnic slurs) that, in the employee’s opinion, impairs his or her ability to perform his or her job is included in the definition of harassment. ▪ The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy: ▪ Verbal harassment includes comments that are offensive or unwelcome regarding a person’s national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status, including epithets, slurs and negative stereotyping. ▪ Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.



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Discriminatory harassment – verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that individual’s relatives, friends or associates) that:

- 1) Has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- 2) Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
- 3) Otherwise adversely affects an individual’s employment opportunities.

Sexual harassment – any unwelcome sexual advance or conduct that is job related and that creates an intimidating, hostile, or offensive working environment for one or more employees. It may also be defined as any behavior associated with the workplace that is related to a person’s gender that a reasonable woman or man would find offensive. Examples of sexual harassment include: (1) making vulgar comments regarding a person’s physical attributes; (2) coercing someone into having a sexual relationship; and (3) compelling someone to dress in an abbreviated outfit in public.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between employees, including men and women, that are appropriate in the workplace and



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	<p>acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.</p> <p>Hostile work environment – where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment.</p>
Procedure	<p>REPORTING AND INVESTIGATING HARASSMENT COMPLAINTS</p> <p>YVEDDI encourages employees to follow the chain of command where possible when dealing with a job related complaint. However, due to the personal nature of harassment, any employee who feels they are being subjected to harassment may discuss or report their concern to anyone listed below, orally or in writing:</p> <ol style="list-style-type: none"> 1. The employee's immediate supervisor 2. Any supervisor employed by YVEDDI 3. The Human Resource Manager 4. The Executive Director <p>Supervisors are not permitted to receive or have knowledge of a complaint of alleged harassment without taking prompt and immediate action. In an instance where a supervisor receives or has knowledge of such a complaint, he/she is required to contact the Human Resources Manager or Executive Director immediately.</p> <p>All employees are responsible for reporting incidents of possible sexual or other discriminatory harassment. Each employee has the duty to answer all questions honestly and completely during any harassment investigation. Individual(s) alleged to have committed harassment have the right to be presented with the allegations and have the responsibility and a right to respond to the allegations.</p> <p>YVEDDI prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any</p>



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	<p>employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.</p> <p>All complaints shall be fully investigated immediately by the Human Resources Manager or the Executive Director’s designee to determine if the conduct of the person whom a complaint of harassment has been made constitutes a violation of this policy. The Executive Director may determine that someone other than the Human Resources Manager shall investigate if the Human Resources Manager is involved in the allegation. If allegations are substantiated, a determination of the level of disciplinary action shall be made on a case-by-case basis and based on the findings of the investigation.</p> <p>The Program Director, in consultation with the Human Resources Manager and Executive Director, reserves the right to render disciplinary action up to and including dismissal. Harassment is considered inappropriate personal conduct in accordance with our Agency’s Personnel Policy.</p>
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