



Sample Sexual Harassment Policy

Sexual harassment is unlawful and a form of employee misconduct which undermines the integrity of the employment relationship. The company believes that all employees must be allowed the ability to work in an environment free from unlawful and unwelcome sexual advances or suggestions of any type and disapproves of any action or conduct that is proscribed by this policy.

PROCEDURE

- I. **Definition:** Sexual harassment is any unwelcome advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:
 1. Submission to such conduct is made, either explicitly or implicitly as a term or condition of an individual's employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions (including salary or promotional decisions) affecting such individual; or:
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

- II. **Notification:** Any individual who is the target of sexual harassment or who knows that sexual harassment has occurred has the duty to bring the matter to the appropriate supervisor's attention or to the attention of the Human Resources Manager (or other designated individual) who can be reached at _____ (phone number). These individuals, once notified, have the duty to halt any harassment taking place by all standard disciplinary measures, including reprimand, suspension, or termination. It is the intent of this policy that no employee or _____ Company needs to work in an environment that is any way considered to be intimidating, hostile, or offensive because of sexual harassment.

ADMINISTRATION

All questions regarding the interpretation and administration of this policy should be directed to the local manager who is responsible for personnel activities or to the Human Resources Manager.

ACKNOWLEDGEMENT OF SEXUAL HARASSMENT TRAINING

I acknowledge that on _____, I attended sexual harassment sensitivity training. I acknowledge receipt of the policy on sexual harassment issued by _____ . I have read the policy on sexual harassment issued by _____, and I understand it. I also understand that:

1. I have the right to work in an environment free from sexual harassment.
2. I have the responsibility not to engage in behaviors that constitute sexual harassment.
3. If I feel I am being harassed, I have the right and responsibility to communicate this directly to the appropriate party or to report it to my supervisor or others as set forth in the policy.

Print Name: _____

Signature: _____

Date: _____