

**DISCRIMINATORY HARASSMENT****SECTION 2.09****Effective Date: October 15, 2015****Updated and Approved: June 22, 2017** **Approved By: Governing Board****Revised Date: June 5, 2017**

It is the policy of Community Action Committee of Pike County to maintain an environment free from all forms of discrimination, including gender-based discrimination due to sexual harassment. In order to maintain this environment, discriminatory harassment, whether committed by supervisors, coworkers, or members of the public, is strictly prohibited.

A. **Definition:** Discriminatory harassment is any type of harassing conduct that is based upon an employee's race, color, sex, national origin, age, religion, military status, ancestry, disability, genetic information, or other protected activity as defined by law. Sexual harassment, which is a form of sex discrimination, includes, but is not limited to, the following:

1. Repeated unwanted and/or offensive sexual flirtations, advances, or propositions.
2. Repeated verbal abuse of a sexual nature.
3. Graphic or degrading verbal or written comments about an individual, the individual's appearance, or the individual's sexual orientation.
4. The display of sexually suggestive objects, pictures, or the display of same through other media.
5. The implication or threat that an employee's or applicant's employment, assignment, compensation, advancement, career development, or other condition of employment will depend on the employee or applicant's submission to sexual harassment in any form.
6. Any offensive, abusive, or unwanted physical contact.

B. **Responsibility:**

1. It is the responsibility of all employees to aid the employer in maintaining a work environment free from discrimination, including sexual harassment. Therefore, it is the responsibility of each employee, including supervision and management, to immediately report any instances of discriminatory harassment to the proper authority (see reporting procedure below). Any employee who observes any conduct that may constitute discriminatory harassment of a coworker, but fails to report same, may be subject to disciplinary action. Moreover, any employee who receives a complaint alleging conduct which may constitute discriminatory harassment of any employee, but fails to report same, may be subject to disciplinary action.

2. It is further the responsibility of each supervisor to ensure that all employees who report to the supervisor are aware of the policy against discriminatory harassment that they are aware of the complaint and reporting procedures, and that they are aware of the consequences of engaging in discriminatory harassment.
3. It is the responsibility of management to maintain an environment free from discriminatory harassment. Management shall ensure that its supervisors are sufficiently trained in recognizing discriminatory harassment, the complaint and reporting procedures, the proper methods of investigating complaints of discriminatory harassment, and the disciplinary procedure regarding discriminatory harassment.
4. Management shall also ensure that all employees are aware of this policy and will ensure that all employees receive sufficient training to maintain an environment free from discriminatory harassment. Additionally, each newly-hired employee will receive training in this policy as a part of their employee orientation.