



The Mission of Hope prohibits sexual harassment of employees/volunteers or members of the public by an employee/volunteer. Supervisors must refrain from any sexual harassment and must also be alert to stop any such conduct occurring in our workplace. Sexual harassment is a serious violation of the Mission's rules and will subject the violator to discipline, including the possibility of immediate discharge. The failure of supervisors and other employees/volunteers to report and/or take reasonable steps to prevent sexual harassment in the workplace may result in discipline, up to and including discharge.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment.
3. Such conduct or communication has the purpose or effect of reasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Sexual Harassment includes:

1. Physical assaults (e.g. intentional physical conduct that is sexual in nature, such as touching, pinching or brushing against another Employee's body).
2. Unwelcome sexual advances, comments, requests for sex, sexual activities concerning one's employment or advancement, regardless of whether they are accompanied by promises or threats.
3. Sexual displays or publications such as calendars or graffiti.
4. Other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The Mission regards all such conduct as creating a hostile and offensive work environment in violation of this policy. Examples of harassment may include explicit sexual propositions, sexual innuendo, sexually suggestive comments, sexually-oriented "kidding or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body; or reading or otherwise publicizing in the work environment materials that are sexually suggestive or revealing. An Employee who believes he or she has been sexually harassed should immediately report such harassment. This also includes anyone who is an unwilling participant in a romantic relationship with another Employee or member of management.

A complaint of sexual harassment should be made to the Executive Director. If the Employee is not comfortable reporting the matter to the Executive Director, or does not believe his/her report of sexual harassment has been handled effectively, the Employee should feel absolutely free to report a complaint of sexual harassment to the Board President. Both the Executive Director and Board Chair telephone numbers are on file with the accounting department.

Because information may have to be shared as part of an investigation, the Mission cannot guarantee the confidentiality of any complaint or statement.

The Mission will investigate all reports of sexual harassment thoroughly and promptly. If an investigation confirms that harassment has occurred, the Mission will take corrective action, including discipline up to and including immediate termination of employment. Findings of assault or the threat of assault, if proven, will result in dismissal. No Employee will be subjected to retaliation by the Mission because he/she has reported what he/she believes to be an incident of harassment or because he/she has participated in an investigation of sexual harassment. Any person who attempts to retaliate will be subject to disciplinary action up to and including termination.

Signature: _____ Date: _____