

**POLICY**

**NUMBER**

**NAME:**

**ANTI-HARASSMENT**

**FORWARDING DATE:**

**PUBLISHING DATE:**

**PAGE 1 OF 2**

**SITE:**

**GCCA**

**FORWARDING AREA:**

**APPROVED BY:**

**Corporate HR**

**POLICY**

It is the policy of \_\_\_\_\_ to provide a work environment that is free from all harassment for all employees and all personnel visiting or working on company property. Harassment of any kind is inappropriate and will not be tolerated. Disciplinary action will be taken which could include termination of the harasser or in the case of a vendor or customer removal or banned from \_\_\_\_\_ property.

Sexual harassment has become a significant issue in the work environment and \_\_\_\_\_ wants to emphasize that sexual harassment **will not be tolerated**.

**DEFINITION**

Individuals working for \_\_\_\_\_ will not be discriminated against because of age, race, color, religion, sex, national origin, sexual orientation, handicap, veteran's status, union status or physical attributes. Derogative comments, jokes, innuendoes, slurs or other verbal, graphic or physical conduct will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature. Making submission to sexual acts a condition of employment or as a basis of an employment decision is sexual harassment. Creating a work environment that unreasonably interferes with an individuals work performance or creating an intimidating, hostile or offensive work environment by sexual advances, gestures, off-color jokes, obscene language, sexist pictures, cartoons, requests for sexual favors, graphic verbal commentaries about an individual's body or a display of sexually suggestive objects or pictures will not be tolerated and anyone participating in these activities will be disciplined up to and including termination from employment.

**GENERAL**

1. No supervisor, employee, contractor, vendor, customer or visitor will harass in any manner, either explicitly or implicitly because of sex, age, race, color, religion, national origin, sexual orientation, handicap, veteran's status, union status or physical attributes, any employee, customer, visitor or any other person(s) on \_\_\_\_\_ property at any time while transacting business on behalf of \_\_\_\_\_
2. Any employee who believes she or he has been or is being harassed or subjected to disparate treatment should notify a supervisor, management personnel, or the Human Resource Department.

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3. The employee should notify someone in management or the Human Resource Department with the names of the individuals involved as well as the time, place, and date of the incident and a summary of the incident.
4. The Human Resource Department or a designated outside agency will investigate all complaints in as confidential manner as possible and take appropriate corrective action, if warranted. Statements will be taken and retained as documentation of the investigation.
5. Any employee who has been determined to have been involved in the harassment of another employee, customer, visitor or any other person on property or while transacting business on behalf of will be subject to appropriate disciplinary action up to and including termination.

**Harassment of any kind will not be tolerated and employees are encouraged to report any incidents to management or the Human Resource Department. There will be no retaliation against anyone who reports a harassment incident in good faith.**

**RESPONSIBILITY**

Implementation and investigation is the responsibility of the Human Resource Department. This policy will be disseminated to all employees and prominently posted.

**REFERENCES**

Civil Rights Act of 1964  
Executive Order 11246  
Equal Pay Act  
Pregnancy Discrimination Act 1978