


Subject: Harassment	
Chapter: Human Resources	Policy: 313
Effective: 06/19/09 Approved by: J. Russell Knight 	Related COA Standards: HR 1.02

I. **POLICY:** FSC will not, under any circumstances, condone or tolerate conduct which may constitute harassment on the part of its management, supervisors or non-management staff. It is our policy that all employees have the right to work, and all clients have the right to receive services in an environment free from any type of illegal discrimination, including sexual harassment. Any employee found to have engaged in such conduct will be subject to immediate discipline up to, and including, termination.

Harassment is defined as:

- A. Verbal harassment including, but not limited to: derogatory or vulgar comments regarding a person's race, gender, sexual orientation, religion, ethnic heritage, disability, veteran status, marital status, physical appearance
- B. Distribution of written or graphic material having such effects as cited above thereby creating a hostile environment
- C. Physical harassment including, but not limited to: hitting, pushing, or other aggressive physical conduct, or threats to take such action
- D. Sexual harassment, defined as:
 - Making unwelcome sexual advances or requests for sexual favors a term or condition of employment;
 - Basing an employment decision on submission to, or rejection by, an employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;
 - Creating an intimidating, hostile or offensive working environment or atmosphere either by:
 - Verbal actions, including calling employees by terms of endearment, using vulgar, kidding or demeaning language; or
 - Physical conduct which interferes with an employee's work performance.

FSC does encourage healthy fraternization among its employees; however, employees, especially management and supervisory employees, must be sensitive to acts of conduct which may be considered offensive by fellow employees and must refrain from engaging in such conduct.

E. Retaliation against staff members for complaining about such behaviors.

II. PROCEDURES:

- A. Compliance: All employees are required to sign a Harassment Policy Acknowledgement form upon hire and annually thereafter.
- B. Reporting: Employees or clients who believe that they have been harassed, have witnessed harassment, or need advice about what constitutes harassment, must immediately contact Human Resources or the President/CEO directly. Do not assume that the behavior will go away just by ignoring it. If you ignore the behavior, it may be viewed as approval. Show your disapproval by letting the individual know that the behavior is offensive to you and must be stopped. Legally, you must make the individual aware that the behavior is offensive and ask for it to stop before filing any complaints. Keep a record of each incident in as much detail as possible (i.e. dates, places, times, witnesses and the nature of the harassment). Also document your request that the behavior stop. If the behavior continues and cannot be resolved through informal mediation, FSC will begin a formal complaint procedure and investigation. All reports and complaints will remain confidential.