

Paterson Habitat for Humanity Sexual Harassment Policy

Anti-Sexual Harassment Policy

It is the policy to prohibit sexual harassment of an employee by another employee, management representative, supplier, volunteer or business invitee. Habitat prohibits sexual harassment in the workplace or at any location at which sponsored activities take place. The purpose of this policy is not to regulate personal morality or to encroach upon one's personal life, but to demonstrate a strong commitment to maintaining a workplace free of sexual harassment.

Unwelcome sexual advances, requests for sexual favors or other physical or verbal conduct of a sexual nature or other physical or verbal conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include: unwanted sexual advances; offering employment benefits in exchange for sexual favors; visual contact (leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters); verbal sexual advances, propositions or requests; verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; and/or physical conduct (touching, assault, impeding or blocking movements).

Harassment of employees, in connection with their work, by non-employees may also be a violation of this policy.

Notification to appropriate personnel of any harassment problem is essential to the success of this policy and Habitat in general. Habitat cannot resolve a harassment problem unless it is reported. Therefore, it is the responsibility of all employees to bring problems to the attention of the management so that the necessary steps are taken to correct them.

Reporting

The Executive Director is designated as the Sexual Harassment Officer. Individuals who believe that they have been subjected to harassment should clearly inform the person that such behavior is offensive to them, if the situation permits.

It is the policy of Paterson Habitat for Humanity to request information from a prospective coworker's previous employer(s) in order to obtain the prospective coworker's work record as it pertains to his/her application for employment.

Compliance Statement

It is the policy of Paterson Habitat for Humanity that all employees, management representatives, suppliers, volunteers or business invitees are responsible for ensuring that the workplace and construction sites are free from sexual harassment. All employees, management representatives, suppliers, volunteers or business invitees must avoid any action or conduct that could be viewed or constitutes sexual harassment.

In addition:

Underage children should not be transported without another person present and without the consent of the minor's parent or guardian.

When conducting one-on-one meetings with a minor, the door should be left open. When providing one-on-one financial mentoring, the door should be left open.

I have read the sexual harassment policy above and agree to conduct myself by these terms.

Signed: _____

Date: _____