

PERSONNEL POLICY MANUAL

LETA		POLICY No. 2
Section:		EFFECTIVE: 5/93
Subject:	Sexual Harassment	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

POLICY

The policy of management in this organization is that all our employees should be able to enjoy a work environment free from all forms of discrimination, including sexual harassment.

Sexual harassment is a form of misconduct, which undermines the integrity of the employment relationship. No employee - either male or female - should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with our work effectiveness.

In addition, no one should imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any affect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

PURPOSE

The purpose of this policy is to ensure that all employees enjoy a work environment free from sexual harassment.

APPLICABILITY

Applies to all employees of LETA.

DEFINITIONS

Sexual harassment is any repeated offensive sexual flirtations, advances, or propositions, continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual, or any sexual suggestive objects or pictures; or any offensive or abusive physical contact.

RESPONSIBILITY

It is the responsibility of the Executive Director or her designee to ensure the department heads adhere to this policy.

The department heads shall be responsible for assuring that each employee, current and new, is made aware of this policy and its contents.

Each employee shall be responsible for adhering to the stipulations as outlined in this policy.

VIOLATION OF THIS POLICY

Persons who fail to adhere to this policy are subject to administrative disciplinary action.