

Policy Title: Anti-Harassment

<p>Policy Owner: Director of PTT Policy Originated by: PTT</p>	<p>Date Written: 10/1/13</p>
<p>Applicable Programs: All</p>	<p>Date Reviewed and Approved by PLT: 3/11/14, 04/21/15, 04/26/16, 04/25/17, 4/11/19, 4/14/22, 4/12/23</p>
<p>Statutory or Regulatory Citation:</p>	<p>Signature if needed:</p>

Policy: It is the policy of St. David's Center to maintain a respectful work and public service environment free from harassment, violence, discrimination, and other offensive or degrading remarks or conduct. St. David's Center will not tolerate such behavior by or toward any employee, customer, vendor or client. Any employee found to have acted in violation of this policy shall be subject to appropriate disciplinary action that may include discharge from employment.

Definitions:

"Bullying": includes repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. It includes, but is not limited to

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the subject of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

"Discriminatory behavior": includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, gender, pregnancy, marital status, family status, age, sexual orientation, status with regard to public assistance, membership on a local human rights commission, or any other classification protected by local, State, or Federal law.

“Offensive behavior”: may include such work-related actions based on a protected class/es as rudeness, exclusionary behavior, angry outbursts, inappropriate joking, vulgar obscenities, name calling, condescending comments, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

“Violent behavior”: includes the use of physical force, verbal harassment or intimidation, or abuse of power or authority when the effect is to control by causing physical or emotional pain, fear, or hurt.

Procedure:

1. St. David’s Center is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, St. David’s Center expects that all relationships among persons in the organization will be business-like and free of bias, prejudice and harassment.
2. St. David’s Center has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. St. David’s Center will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.
3. St. David’s Center prohibits harassment, bullying, offensive behavior, violent behavior, and discrimination of any kind, including, but is not limited to the following:
 - A. Threats or other forms of intimidation
 - B. Persistent intrusion or disturbance
 - C. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advance, or propositions
 - D. Use of offensive, racial, sexist or demeaning terms, remarks, jokes or gestures
 - E. Verbal abuse of any kind
 - F. Displaying objects or pictures, or written, recorded, or electronically transmitted material to staff that is offensive, demeaning, insulting, intimidating, or sexually suggestive
4. Any person who feels subjected to harassment, violent, discriminatory, or offensive behavior of any kind in the workplace should promptly report such behavior to a

supervisor or Policy Training and Talent (PTT).

5. St. David's Center prohibits verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of that person's race, creed, color, religion, gender, pregnancy, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, sexual orientation, family status, or any other classification protected by local, State, or Federal law, or because of the protected classifications of the person's relatives, friends, or associates.
6. Sexual harassment is prohibited, and may include, but is not limited to:
 - A. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's obtaining employment or continuing employment
 - B. Making submission to or rejection of such conduct the basis for employment decisions affecting an employee
 - C. Unwelcome sexual flirtations, propositions, and invitations to social events
 - D. Offensive physical contact or physical closeness
 - E. Use of words of a sexual nature describing body parts or sexual acts, telling "suggestive" jokes or stories, and conversations about sexual exploits or sexual desires
 - F. Displaying in the workplace sexually suggestive objects, pictures, cartoons, or representations of any action or subject that is sexual in nature and that can be perceived as offensive
 - G. Sabotaging an employee's character, reputation, work effects, or property because of sex
 - H. Direct or indirect suggestions that an employee's job security, job assignment, conditions of employment, or opportunities for advancement depend in any way upon the granting of sexual favors or relations
 - I. Creating an intimidating, hostile, or offensive working environment or otherwise substantially interfering with an individual's employment by such conduct
 - J. Retaliating against an employee for complaining about such conduct
7. Responsibility to Report Harassment
 - A. If a staff or other individual feels that they are in an unsafe or harassing work environment, it is the responsibility of the staff or individual to notify his/her

coordinator or supervisor.

- B. When a concern about a work environment has been expressed to a coordinator, the coordinator will discuss the concerns with other parties involved. The Program Director will be informed and the PTT department at St. David's Center will be consulted as needed.
 - C. Staff may refuse a work environment that he or she perceives to be harassing or unsafe. Illegal activity will be reported to the police.
 - D. If a worksite is deemed not safe from harassment, St. David's Center will make every effort to find an alternative setting to provide services to the client. If an acceptable, alternative work setting cannot be found, St. David's Center may need to terminate services for the client.
8. Complaints relating to prohibited harassment
- A. An employee who believes he/she has been subject to harassment prohibited by this policy should report the incident immediately to his/her supervisor or any member of St. David's Center's PTT.
 - B. The complaining employee may be asked to put the facts surrounding the offensive conduct or communication in writing. St. David's Center will investigate the complaint. This investigation may include reviewing relevant documentation and interviewing the employee making the charges, the accused employee, and appropriate witnesses, depending upon the individual circumstances of the matter.
 - C. Determination of whether prohibited harassment occurred will be made on a case-by-case basis, depending upon the circumstances of the matter, including the type of harassment alleged, the context in which the alleged harassment occurred, and any other facts deemed relevant. The employee making the complaint will be advised of the final disposition of the matter.
 - D. Because of St. David's Center's legal obligation to conduct a thorough investigation of harassment complaints, St. David's Center cannot guarantee that such complaints will remain confidential. However, St. David's Center will make every effort to keep its investigation and resolution of such complaints as discreet as possible.
9. Office relationships and dating
- A. St. David's Center recognizes that consensual relationships that are, or have the potential of becoming, intimate, sexual, or romantic in nature sometimes exist between employees. However, because such relationships may make other employees and those involved in the relationship uncomfortable, St. David's Center strongly discourages such relationships, particularly those between a

supervisor and subordinate and those in which differences in age, background, or other characteristics of the two individuals compromise the ability of either one to make an informed decision about participating in the relationship.

Therefore, the following policies shall apply with regard to such relationships:

- i. Employees are not prohibited from dating each other, but they also have an absolute right to say “No” if they do not want to start or continue such a relationship.
 - ii. If an employee feels that he/she is being pressured to start or continue an unwelcome personal relationship with another employee, the employee should report the situation to his/her supervisor or any member of St. David’s Center’s PTT.
 - iii. If such a relationship develops between a supervisor and a subordinate, the supervisor must disclose it in writing to any member of the St. David’s Center PTT.
 - iv. If such a relationship develops, St. David’s Center reserves the right to reassign the relationship that may exist, ask one or both of the employees to leave St. David’s Center, and/or take whatever action St. David’s Center deems necessary under the circumstances.
10. All employees are protected in their right to report incidents that they believe violate this anti-harassment policy, and they are also protected in their right to participate in the investigation of such reports without fear of reprisal such as retaliation, intimidation, or other adverse employment action. Reprisal is strictly prohibited.
11. A violation of this policy may be grounds for immediate discipline, up to and including discharge. Discipline, if any, will be determined on a case-by-case basis, after a review of relevant information.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David’s Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment: