



## **POLICY AGAINST DISCRIMINATION AND HARASSMENT**

The purpose of this policy is to describe our requirements for avoiding unlawful harassment, in the form of sexual harassment.

HSLC will not tolerate any form of sexual harassment in the workplace or at any organization-sponsored events. Employees who sexually harass a fellow employee **WILL BE DISCIPLINED.**

- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
- Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that 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 working environment.

Sexual harassment encompasses all forms of unwelcome sexual behavior by any individual against another individual. Importantly, sexual harassment includes harassment even if it is not sexual in nature. Sexual harassment can occur, for example, simply by making offensive remarks about someone's sex, gender, or status as a transgender or transsexual individual.

Examples of sexual harassment or other harassing or offensive behaviors include, for example:

- Sexual flirtations, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Sexual and other offensive jokes told in person or through any electronic devices
- Sexual innuendo, language or images sent through texts, instant messages, e-mail or other electronic device;
- Posting offensive messages on social media sites;
- Graphic or suggestive comments about an individual's dress or body;
- Sexually degrading words to describe an individual;
- Displaying in the workplace any sexually suggestive objects or pictures;

- Subtle pressure for sexual favors;
- Direct propositions of a sexual nature;
- Remarks about sexual activity or speculations about previous sexual experiences;
- Using HSLC-provided electronic devices to display or distribute pornography or other offensive content;
- Sexual assault.

**This Policy applies to HSLC's employees, applicants, contractors, visitors, customers and any other person associated with the organization.**

Any person who has experienced or observed sexual harassment must immediately report the harassment to their direct supervisor at your earliest opportunity. If the conduct involves your direct supervisor, or if you believe it would be inappropriate to report the conduct to your direct supervisor, then you must notify another member of management or the Executive Director at your earliest opportunity. Your complaint should be as detailed as possible, including all pertinent facts and circumstances, the names of all individuals involved, and the names of all witnesses

Employees who report sexual harassment or who assist in the investigation of a complaint of sexual harassment will not be subject to retaliation, intimidation or reprisals of any kind. Any violation of this non-retaliation Policy should be reported to your supervisor or another member of the management team at your first opportunity.

Approved August 16, 2024