

Anti-Harassment Policy and Reporting Requirements

[EMPLOYER NAME] is committed to providing a work environment free from all forms of conduct that can be considered harassing, coercive, or disruptive -- sexually or otherwise. Actions, words, jokes, or comments based on an individual's sex or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. **This definition also includes inappropriate conduct by clients or other members of the public as well as co-workers.** The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Verbal or physical conduct that explicitly or implicitly implies that an individual should not be a guide unless they can handle sexual jokes or similar behavior.
- Creating or circulating sexually suggestive, unwelcome emails, texts, tweets, photos or blog postings.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment while performing work for [COMPANY NAME], you must report it immediately to a supervisor. Incidents occurring while on trips should be reported to the trip leader. A Harassment Complaint Form, which may be submitted anonymously, is provided for your convenience. If a supervisor/trip leader is unavailable or you believe it would be inappropriate to contact that person, you must immediately contact [SPECIFIC INDIVIDUAL/POSITION - HR OR UPPER MANAGEMENT]. If your complaint is not resolved, you must report it to [HIGH-LEVEL MANAGER]. You can raise concerns and make reports without fear of reprisal or retaliation. [COMPANY NAME] will not tolerate retaliation against individuals who make good-faith reports or claims of unlawful harassment.

All allegations of harassment or discrimination will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of its outcome. Anyone found to be engaging in any type of harassment or discrimination in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

Any member of management or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise [SPECIFIC INDIVIDUAL/POSITION - HR OR UPPER MANAGEMENT] so that it can be investigated in a timely manner. Upon completion of the investigation, if necessary, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Anyone, regardless of position or title, found through an investigation to have engaged in improper harassment or discrimination may be subject to discipline up to and including discharge.

[COMPANY NAME] prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

