



Help's on the Way

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Policy Name: Sexual Harassment Policy
Policy Adoption Date: August 11, 2008

Help's on the Way believes that individuals should be afforded an opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment and/or volunteer relationship. No employee or volunteer, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, and that debilitates morale and, therefore, interferes with work effectiveness.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Definition

Help's on the Way has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as 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 term or condition of your employment or volunteer status.
- ❑ Submission to or rejection of such conduct by you is used as the basis for employment or volunteer decisions affecting you.
- ❑ Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Ministry Responsibility

Help's on the Way wants individuals to have a work and/or volunteer environment free of sexual harassment by management personnel, coworkers, fellow volunteers, and by others with whom you must interact in the course of your work as a Help's on the Way employee and/or volunteer. Sexual harassment is specifically prohibited as unlawful and is a violation of Help's on the Way policies. Help's on the Way is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace, and for promptly investigating any allegation of work related sexual harassment.

Complaint Procedure

If you experience or witness sexual harassment in the workplace, report it immediately to any board member/officer of Help's on the Way. All allegations of sexual harassment will be quickly 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 the outcome of that investigation.

Retaliation Prohibited

Help's on the Way will permit no retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Written Policy

You will receive a copy of the Help's on the Way sexual harassment policy when you begin working and/or volunteering for Help's on the Way. If at any time you would like another copy of that policy, please contact any board member/officer of Help's on the Way. If Help's on the Way should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

Penalties

Sexual harassment will not be tolerated at Help's on the Way. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action up to and including dismissal.

For questions or additional information related to this policy, please write to:

Help's on the Way
6784 Edwards Road
Belleville, Michigan 48111-1136

Or

Contact us on the web www.helpsontheway.org