



## POLICY: SEXUAL HARASSMENT

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West Jupiter Community Group, Inc. provides a workplace free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, age, ethnicity, religion, or any legally protected characteristic are not tolerated. Overt and subtle harassment creates an offensive, hostile, and uncomfortable work environment and is strictly prohibited.

Harassment by any employee or by a client to an employee requires investigation. If harassment is found, the harasser will be subject to disciplinary action including possible termination.

West Jupiter Community Group, Inc. prohibits sexual harassment. West Jupiter Community Group, Inc. employees, volunteers, clients, and applicants have a right to work in a discrimination free environment, including freedom from sexual harassment.

Sexual harassment is strictly prohibited and will not be tolerated. Sexual harassment may be defined as, but not limited to:

- ◆ Suggesting to an employee that submitting to sexual favors enhances employment opportunities and/or advancement.
- ◆ Threatening or insinuating that refusal to submit to sexual advance will adversely affect employment appraisal, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.
- ◆ Offering unwelcome sexual advancement or flirtation.
- ◆ Using sexually degrading words.
- ◆ Offering sexually suggestive or erotic comments regarding a person's body or mannerisms.
- ◆ Displaying graphically sexual pictures and/or objects in the workplace.

Supervisors shall maintain a workplace free of sexual harassment. Sexual harassment policies shall be discussed with employees assuring that insulting and/or degrading sexual harassment shall not be tolerated.

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**Sexual Harassment Complaint Procedure:**

Sexual and impermissible harassment complaints should be reported immediately to an employee's supervisor. If it is inappropriate to notify the supervisor, contact the Executive Director/Assistant Director. Sexual harassment complaints will be investigated promptly and all information will be kept confidential. Investigation results require the Executive Director/Assistant Director's action and resolution.

**Sexual Harassment Complaint Action:**

Sexual harassment investigations confirming allegations require swift and prompt corrective action and disciplinary action or possible termination against the offending party.

I have read and understand the policy described herein.

\_\_\_\_\_  
Signature (Staff/Volunteer)

\_\_\_\_\_  
Date

