

## **Sexual Harassment Policy**

### **Sexual Harassment is Strictly Prohibited**

(Company Name) defines sexual harassment as: ***Unwelcome behavior of a sexual nature that creates an intimidating, hostile or offensive work environment.***

That includes ANY kind of unwelcome, sexually oriented conduct or communication. It can be verbal or physical. It includes, but is not limited to, such things as:

Sexually oriented jokes

Unwelcome touching of any kind

Sexually oriented photographs, drawings, etc.

Requests for sexual favors

Repeated, unwelcome requests for dates or social interaction

Comments about a person's body or body parts

Sexually oriented content in electronic or printed form

Unwelcome use of "terms of endearment", i.e., "honey", "baby", "darling", etc.

If you witness or experience sexual harassment, you have the right and the responsibility to report the sexual harassment. You can report to any of the following:

Your manager or supervisor

Your personnel or human resources manager

The general manager or owner of the company

Any other person designated by the company

You will be required to take the sexual harassment training available from (Company Name) and to pass the test indicating an understanding of the rules and responsibilities of every employee and manager.

Sexual Harassment deprives people of a fair chance to succeed. That is wrong and we will simply not allow it.