

Procedure Title:**EMPLOYEE CONDUCT & DISCIPLINARY ACTION****PROCEDURE NUMBER: 7-0-3****Policy Title:**

Sexual and Other Unlawful Harassment

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race color, national origin, age, religion, disability, sexual orientation, marital status or any other legally protected characteristic will not be tolerated. Keystone provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.
2. 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. The following is partial list of sexual harassment examples.
3. Unwanted sexual advances
4. Offering employment benefits in exchange for sexual favors.
5. Making or threatening reprisals after a negative response to sexual advances
6. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or picture, cartoons or posters.

7. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
8. Verbal sexual advances or propositions
9. 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.
10. Physical conduct that includes touching, assaulting or impeding or blocking movements.
11. 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.
12. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Director of Human Resources or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.
13. All allegations of sexual harassment will be quickly and discreetly 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 the investigation. Any employee determined to have unlawfully harasses another employee, applicant for employment, member of the community, or ay other individual will be subject to appropriate disciplinary action, up to and including termination.

NOTES: