

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

General Employment Policies

Section 105 – Sexual and Other Unlawful Harassment

1. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) 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.
- b. Actions, words, jokes, or comments based on an individual's gender, race, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.
- c. 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.
- d. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.
- e. Supervisors and/or managers who become aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Coordinator or the President so it can be investigated in a timely and confidential manner.
- f. Employees may raise questions or complaints about sexual and unlawful harassment with the Human Resources Coordinator or their supervisor without fear of reprisal.

2. Guidelines

- a. 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 a partial list of sexual and other hostile environment 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 of sexually suggestive objects or pictures, cartoons or posters.
 - * Verbal conduct that includes making or using profanity, derogatory comments, epithets, slurs, or jokes.
 - * Verbal sexual advances or propositions.

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- * 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.