**Harassment/Sexual Harassment Policy**

It is **COMPANY NAME’s** goal to maintain a pleasant, professional, and productive work environment.

As such, **COMPANY NAME** has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's sex, gender, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

**Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

* Unwelcome requests for sexual favors;
* Lewd or derogatory comments or jokes;
* Comments regarding sexual behavior or the body of another;
* Sexual innuendo and other vocal activity such as catcalls or whistles;
* Obscene letters, notes, emails, invitations, photographs, cartoons, articles, computer programs, internet web sites, or other written or pictorial materials of a sexual nature;
* Repeated requests for dates after being informed that interest is unwelcome;
* Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Organization or any government agency;
* Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
* Any unwanted physical touching or assaults, or blocking or impeding movements.

**Other Harassment**

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, gender, race, religion, color, national origin, physical or mental disability, marital status, age, sexual orientation, gender identity, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

* The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
* Joking and teasing that relate to the above protected categories;
* Singling out an individual for abusive conduct based on his or her protected categories, as listed above;
* Computer programs or internet websites that denigrate, insult, offend, or ridicule based on one of the above protected categories;
* Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
* A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

**Reporting Harassment**

If you feel you have witnessed or have been harassed in any way, immediately report the incident to your supervisor or any member of management. If your complaint of harassment is against your immediate supervisor, you should report this harassment to the next level of supervision (please refer to the Complaint Procedure in your handbook).

It is your right and responsibility to report any form of harassment without fear of reprisal. Because problems related to harassment may be of a personal nature, and because you may be reluctant to discuss a situation with your supervisor, feel free to contact the Human Resource Director.

Supervisors are required to immediately report all conduct they believe may violate this policy, whether they directly observe this conduct, or it is reported to them by an employee or another individual, directly to the Director of Human Resources or any member of management above their level.

**COMPANY NAME’s** policy is to investigate all harassment complaints thoroughly and promptly. To the fullest extent practicable, the Company will keep complaints, investigative records, and the results of the investigation confidential. If an investigation confirms that harassment has occurred, the Company will take corrective action, including appropriate discipline, up to and including termination to effectively end the harassment.

**Retaliation against any employee who, based on a reasonable belief, reports an incident of alleged offensive workplace behavior or who participates in an investigation will not be tolerated**.

Any type of harassment, whether engaged in by fellow employees, or by non-employees, with whom the employee comes in contact in the course of their employment, violates this policy and will not be tolerated, this includes harassment that may occur off the Company premises.

Reviewed for NC/SC law only.