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# Model Policy

## Sexual Harassment

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### Purpose

The company is committed to maintaining a work environment that encourages respect for the dignity of each individual. Sexual harassment is considered unacceptable and will not be tolerated.

### Definition

While in some cases individuals may make sexual comments or jokes or personal advances without intending harm, such action can be unwanted, threatening and perceived as harassment.

**Sexual harassment** is defined as any type of sexually-oriented conduct, whether intentional or not, that is unwelcome and either:

- Is implied or stated to be a term or condition of employment or a factor in evaluating the individual's job performance, eligibility for promotion or any other component of employment, or
- Interfere directly or indirectly with an individual's work performance by creating a hostile, offensive or intimidating environment

The following is a partial list of behaviour which will generally be considered sexual harassment if unwelcome:

- sexual jokes, language or propositions
- written or oral abuse of sexual nature, (e.g., sexually degrading or vulgar words used to describe an individual)
- the display of sexually suggestive objects, pictures, magazines, posters or cartoons
- comments about an individual's body, sexual orientation, sexual prowess or sexual deficiencies
- asking questions about sexual conduct
- harassment constantly targeted at one only sex, even if the content of the verbal abuse is not sexual
- invading personal privacy inside or outside the workplace (e.g., harassing telephone calls)
- touching, whistling, brushing against the body, or suggestive, insulting or obscene comments or gestures
- demanding sexual favours in exchange for favourable reviews, assignments, promotions, continued employment, or promises of the same

- assault or coerced sexual acts

## Principle

This sexual harassment policy covers all employees. The company will not tolerate, condone or allow sexual harassment, whether engaged in by fellow employees, supervisors, clients or other non-employees who conduct business with this company. The company encourages reporting of all incidents of sexual harassment, regardless of who the offender may be or what their position is in the company.

## Procedure

Wherever possible, employees who believe that they have been the subject of harassment should tell the person responsible that they find his/her behaviour offensive and ask him/her to stop. The person who is the subject of the harassment may wish to ask a colleague to be present.

If the harasser continues or an employee is unable, for whatever reason, to confront the person carrying out the harassment, then the employee should do the following:

### Step 1

An employee who has an enquiry regarding sexual harassment should contact his/her appropriate supervisor. The supervisor is obliged to act upon this information.

If, however, the matter cannot be resolved informally or if it is impossible to approach the supervisor (for example because the alleged harasser is the supervisor) it should be referred to Step 2 of this procedure.

### Step 2

The complainant, or someone on his/her behalf, should put the complaint to company manager or owner. Any complaint brought to the attention of the company's designees (supervisor, manager, owner) will be promptly investigated in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process (interview of complainant, alleged harasser and witnesses) to the extent practical and appropriate under the circumstances.

### Step 3

Upon completing the investigation of a sexual harassment complaint, the company will communicate its findings and intended actions to the complainant and alleged harasser.

If the investigation determines that harassment has occurred, the harasser will be subject to reprimand, a written record of the incident and appropriate disciplinary procedures, such as referral to counselling/training, withholding of a promotion, reassignment, temporary suspension without pay, financial penalties, probation, termination, etc.

If the investigation determines that no sexual harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner.

### False Accusations

The Company recognises that false accusations of sexual harassment can have serious effects on innocent persons. If, after the investigation, it is clear that the complainant has maliciously or recklessly made a false accusation, the accuser will be subject to appropriate sanctions. In such an event, the company will also take appropriate action to restore the reputation of the accused.

(Company name, address)

#### SEXUAL HARASSMENT POLICY

#### ACKNOWLEDGMENT FORM

This Sexual Harassment Policy has been prepared for your information and understanding of the policies, and practices and benefits of Sexual Harassment. Please read it carefully. Upon completion of your review sign the statement below, and return it to your supervisor by the due date.

I have familiarized myself with the contents of this Sexual Harassment Policy. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Sexual Harassment Policy provided to me. I understand this Sexual Harassment Policy is not intended to cover every situation which may arise, but is simply a general guide to the goals, policies, practices, benefits and expectations of a Sexual Harassment Policy.

I understand that the Sexual Harassment Policy is not a contract of employment and should not be deemed as such.

<p>I have read and understand the Sexual Harassment Policy.</p> <p>Name (Employee).....</p> <p>Signature.....</p> <p>Date.....</p>	<p>I have read and understand the Sexual Harassment Policy.</p> <p>Name (Employer).....</p> <p>Signature.....</p> <p>Date.....</p>
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