
HARASSMENT

It is the policy of Head Start of Washington County, Inc. to provide a professional working environment for all employees. HSWC, Inc. prohibits unlawful harassment of any kind toward any employee. This includes conduct that constitutes harassment of employees by anyone because of their race, sex, religion, age, disability, sexual orientation, weight or any other prohibited form of harassment. All employees, particularly supervisory personnel, should ensure that the workplace is free from conduct, which may be considered objectionable, offensive or harassing.

Complaints of harassment may be reported immediately to the any of the persons outlined below in the Sexual Harassment section of this policy. All complaints will be investigated as promptly as possible.

Any employee violating this policy will be subject to disciplinary action up to and including termination.

*Approved BOD 1/10/2001
Approved by Policy Council 1/31/2001*

SEXUAL HARASSMENT

Head Start of Washington County, Inc. will not tolerate sexual harassment of its employees. Sexual harassment includes but is not limited to the following conduct:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Insulting or degrading sexual remarks or conduct directed against another employee
- Threats, demands or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances
- Retaliation against employees for complaining about such behaviors
- Any other unwelcome statements or actions based on sex that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment.

Employees who have a complaint of sexual harassment against a superior, co-worker, vendor or person we serve should bring it to the immediate attention of HSWC, Inc. Complaints may be raised with any of the following persons:

1. Executive Director
2. Human Resources Manager
3. Assistant Director for Programs/Head Start

HSWC, Inc. prohibits retaliation against any employee who has made such a complaint in good faith or is cooperating with an investigation of a complaint. Retaliation against an employee will be considered a violation of this policy and will result in disciplinary action.

Complaints will be investigated and handled as confidentially as possible. Complaints of sexual harassment will be investigated as immediately. The allegations of the complaint and the identity of the persons involved shall remain confidential, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy.

The investigation will include, but will not be limited to, discussion with both parties and any witnesses. The investigation will be conducted by the Human Resources Manager and the Program Director. A full report shall be forwarded to the Executive Director with recommendations for appropriate disciplinary action, if necessary. Both parties will be notified of a decision and/ or the resolution action to be implemented.

Any employee violating this policy will be subject to disciplinary action up to and including termination.