

Article VIII: Unlawful Harassment

A. Unlawful Harassment Policy

It is the policy of PPRC to maintain a work environment free from all forms of unlawful harassment, and to insist that all employees be treated with dignity, respect, and courtesy. It is obvious from this organizational policy that any comments or conduct relating to a person's race, religion, age, sexual orientation, or ethnic background that fail to respect the dignity and feelings of the individual are unacceptable. It should be equally obvious that this policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend a fellow employee. Sexual harassment in any form is unlawful, counterproductive and not in the best interest of the organization.

Any behavior toward any employee by a manager or co-employee which constitutes unwelcome sexual advances, requests for sexual favors, or the display of derogatory posters, cartoons, or drawings, and other verbal or physical conduct of a sexual nature will be considered to be sexual harassment when:

- Submission to such conduct is made a condition of an individual's employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- Such conduct has the purpose or effect of interfering with an individual's work performance or creating hostile work environment.

PPRC recognizes that employees of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all PPRC employees must conduct themselves lawfully and reasonably in accordance with the preceding guidelines.

B. Procedure for Reporting Incidents

Any employee believing that he/she has been the object of harassment or discrimination must immediately report the incident to the Executive Director. If the conduct of the Executive Director is related to the cause of the problem or if he/she seems unwilling to resolve the issue, the employee should contact the Executive Committee through the Board President.

C. Management Response to Reported Incidents

Every reported incident of employee harassment will be thoroughly and promptly investigated by management with the cooperation of the employee. Management will respect the confidences and sensitivities of all persons involved in the incident to the extent consistent with a full investigation. The concerned employee will be afforded protection from retaliation in the work place and the results of any investigation of alleged harassment will promptly be communicated to the employee. Where charges of employee harassment are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination of employment.