The Heart of the Ozarks United Way is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. When the Executive Director, Board President, or Board Vice President determine that an allegation of sexual harassment is credible, they will take prompt and appropriate corrective action.

**What Is Sexual Harassment?**

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or

2) The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.

Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

A victim of sexual harassment can be a man, woman or non-binary. The victim can be of the same sex as the harasser. The harasser can be a supervisor, co-worker, volunteer/board member, or a non-employee who has a business relationship with the Heart of the Ozarks United Way.

**Responsibilities Under This Policy**

If the Executive Director, Board President, or Board Vice President receive an allegation of sexual harassment, or have reason to believe sexual harassment is occurring, they will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, the Executive Director, Board President, or Board Vice President will take immediate and effective measures to end the unwelcome behavior.

**Employees' Rights and Responsibilities Under This Policy**

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop. If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution. Employees are encouraged to report the unwelcome conduct as soon as possible to a responsible official.

 6/28/2021

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Heart of the Ozarks United Way Date

Board President