

## 7.15 Harassment

### Policy:

It is the policy of Licking/Knox Goodwill Industries to provide a productive and comfortable working environment free from harassment or intimidation which is connected to offensive conduct.

### Procedure:

All employees have rights and protection under the law. This policy applies to every aspect of the employment relationship throughout the organization and to the dealings of its employees with vendors, participants and customers.

Licking/Knox Goodwill Industries, Inc. believes that our workplace is for work and it is the agency goal to provide a workplace free of tension and issues that do not relate to Licking/Knox Goodwill Industries, Inc. business. Licking/Knox Goodwill Industries, Inc. expressly prohibits unlawful discrimination and harassment in the workplace. Licking/Knox Goodwill Industries, Inc. complies with all state and federal employment laws including Title VII of the Civil Right Act of 1964 as amended.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

For purposes of this policy, examples of sexual harassment include but are not limited to: unwanted sexual advances; use of unwanted sex-related jokes, slurs, and innuendoes; explicit or implied threats aimed at getting an employee to agree to sexual activity.

Each employee is accountable for his/her own actions. All personnel in the line of delegated authority are responsible for ensuring compliance with this policy in their departments and work sites and taking action when harassment is alleged to have occurred. Any employee who believes they are being harassed or witnessing conduct that may qualify as harassment, can and should indicate their disapproval of that conduct by telling those engaging in such behavior to "stop" and that the actions may violate the Licking/Knox Goodwill Industries, Inc. policy on harassment in the workplace.

Employees share the responsibility of understanding and preventing harassment. Licking/Knox Goodwill Industries, Inc. therefore requires immediate reporting of all perceived incidents of harassment.

Licking/Knox Goodwill Industries, Inc. forbids any form of retaliation against persons reporting an incident of harassment. Management will not take any adverse action against an individual who in good faith reports harassment, or provides assistance in an investigation, regardless of whether the allegation is substantiated.

Employees found to have violated this policy will be disciplined up to and including termination of employment with Licking/Knox Goodwill Industries, Inc.