

Sexual Harassment Policy

Sexual harassment is a form of discrimination defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as a factor in employment decisions (e.g., hiring, evaluation, promotion) affecting such individual, or
3. Such conduct has the purpose or effect of interfering unreasonably with an individual's employment or creating an intimidating, hostile or offensive work environment.

The Sexual Harassment Policy covers employee-to-employee conduct as well as that of employees and GLDC volunteers, members or vendors. Examples of sexual harassment include unwanted sexual advances, demands for sexual favor in exchange for favorable treatment; unwelcome sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature. The frequency and severity of such conduct determine whether it creates an "intimidating, hostile or offensive work environment."

Sexual harassment and all other forms of prohibited discrimination, whether verbal or physical and whether occurring in or outside the office, will not be tolerated.

Procedures for Reporting Discrimination and/or Sexual Harassment

An individual who believes he/she is being sexually harassed or discriminated against in any matter prohibited by this policy should report the situation directly to the Board Chair. If the individual does not feel comfortable reporting to the Board Chair, the complaint may be brought directly to any Board member or to the Governance Committee.

Upon filing of a complaint, a prompt investigation shall be conducted under the direction of the Board Chair or Governance Committee. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. If a determination is made that the discrimination or harassment has occurred, a determination will be made regarding appropriate discipline or other remedial action. The complainant will be informed of any remedial action taken. If a determination is made that no discrimination or harassment occurred, this will be communicated to the complainant in an appropriate sensitive manner.

No person will be subject to discipline or any other adverse treatment because he or she has made a complaint of discrimination or sexual harassment in good faith.