

## Sexual Harassment Policy

### Policy

It is the policy of NEWS that there shall be no harassment of any employee on account of an employee's sex. The work environment should be business-like and assure fair, courteous and equal treatment for employees and the public. Sexual harassment is employee misconduct that can decrease work productivity, undermine the integrity of employment relationships, decrease morale and cause severe emotional stress and physical damage.

The NEWS' administration and Board of Directors strongly and unequivocally oppose sexual harassment. Sexual harassment is prohibited behavior and violates both State and Federal law. Such conduct will be subject to immediate disciplinary action, including formal reprimand, suspension or dismissal.

This policy applies to the Board of Directors, staff, contractors, volunteers, vendors, etc.

### Definition

Sexual harassment is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature that occurs under any of three circumstances:

- A. Submission made either explicitly or implicitly a term or condition of employment.
- B. Submission or rejection by an employee used as a basis for employment decisions affecting the employee.
- C. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

### Employee Rights

- A. The right to a discrimination-free work environment.
- B. The right to an informal, private presentation of a complaint to management.
- C. The right to confidential handling of their complaint without disclosure to people whom do not have a need to know.
- D. The right to a formal complaint and review under the dispute resolution program established by the agency.
- E. Employees should be aware that they may file discrimination charges with the California Department of Fair Employment and Housing or with the Federal Equal Employment Opportunity commission regardless of the status of the agency complaint.