



Administrative Policy #1005 Sexual Harassment Policy

Date Issued: 05/29/2015 Date Effective: 05/29/2015 Date of Last Revision: 02/05/2018

I. Purpose

West Central Job Partnership (WCJP) is committed to providing a working environment free from discrimination and to prohibit harassment of its employees and applicants, including sexual harassment. This policy has been implemented to fully comply with applicable, federal, state and local laws, rules and regulations in non-discrimination and harassment of employment.

II. Background

WCJP believes that employees should be afforded the opportunity to work in an environment free of sexual harassment by management personnel, by your co-workers and by others with whom you must interact with in the course of your work. Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale and, therefore, interferes with work effectiveness.

III. Definitions

Sexual Harassment: any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

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

- Submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments);
- Submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination);
- The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Not sexual harassment: sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with the work effectiveness.

IV. Roles and Responsibilities

If you feel that you have witnessed, or have been the recipient of sexually harassing behavior, report it immediately to the PA CareerLink® EO Liaison or the recipient's Local Equal Opportunity Officer. The initial complaint can be made verbally, but **a written complaint must be forwarded to the EO Liaison or EO Officer no later than two weeks after the alleged occurrence.**

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All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

WCJP will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Sexual harassment will not be tolerated. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, ranging from a warning up to and including termination.

This policy replaces WIA Form 7019 Revised 08/14