



## POLICY STATEMENT ON SEXUAL HARASSMENT

CareerSource Escarosa respects every individual's right to be free from uninvited verbal or physical conduct of a sexual nature. The Federal Equal Employment Opportunity Commission (EEOC) guidelines and the Department of Management Services' administrative rule defines sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature from any person when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such condition has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks based on sex; physical behavior such as pats, squeezes, repeatedly brushing against someone's body, or impeding or blocking normal work or movement; visual harassment such as posting of sexually suggestive or derogatory pictures, cartoons or drawings, even at one's own work station; unwanted sexual advances, pressure for sexual favors and/or basing employment decisions (such as an associate's performance evaluation, work assignments or advancement) upon the associate's acquiescence to sexually harassing behavior.

Title IX of the Education Amendments of 1972 extends protection under federal law to participants in educational and training programs receiving federal financial assistance. Escarosa policy classifies sexual harassment as conduct unbecoming an Escarosa employee, and employees who violate the policy are subject to disciplinary action.

Escarosa will protect all employees, to the extent possible, from harassment in the workplace, and ensure that customers of Escarosa receive the services they need absent of verbal or physical harassment. Escarosa will exercise zero tolerance for sexual harassment, and all reported allegations of inappropriate conduct will be promptly and thoroughly investigated.

12.06.2017  
DATE

*Sheryl Lehman*  
Executive Director