



SOUND GENERATIONS

POLICY TITLE Anti-Harassment

PURPOSE To provide a clear statement of our position, define both sexual harassment and other forms of harassment, outline the steps for reporting, and state the consequences and penalties for violations.

Sound Generations expects that you should be afforded the opportunity to work or volunteer in an environment that is free from ALL forms of illegal harassment. Harassment is a form of **misconduct** that undermines the relationships between and among employees, volunteers, clients, participants, and vendors. No employee, volunteer, client, participant, or vendor, regardless of gender, should be subjected verbally, physically, or visibly to unsolicited and unwelcome overtures, conduct, or materials. This policy extends to all places of employment or work-related interactions, including, but not limited to, conferences, agency social activities, off-work activities, etc.

Harassment refers to behavior that is not welcome, that is personally offensive, or is offensive to a "reasonable person," that debilitates morale and, therefore, interferes with work effectiveness.

Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment. No form of harassment will be tolerated.

Behavior that amounts to harassment may result in disciplinary action, up to and including termination of employment, expulsion from the center/program, and/or cancellation of contracts.

It is also a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint of harassment or to provide false information regarding a complaint.

Sexual Harassment Definition

Sound Generations has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:

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

Other Forms of Harassment

Sound Generations is further committed to ensuring a non-discriminatory environment that is free of illegal harassment of any kind. To this end, and in addition to sexual harassment, Sound Generations prohibits harassment that is based on:

- Race
- Color
- Creed
- Religion
- Age
- Sexual Orientation
- Gender identity or expression
- National Origin
- Marital Status
- Disability
- Political Ideology

Employer's Responsibility

Sound Generations expects you to have an environment free of harassment from management personnel, your coworkers, volunteers, and others with whom you must interact in the course of your work as a Sound Generations employee or volunteer. Harassment is specifically prohibited as unlawful and as a violation of Sound Generations policy. Sound Generations is responsible for preventing harassment in the workplace, for promptly investigating any allegation of work-related harassment, and for taking immediate and effective corrective action to stop harassment in the workplace.

Any lead, supervisor, manager, director, or VP who is approached by anyone reporting potentially harassing behavior is required to take immediate action, including immediately consulting with HR. An appropriate course of action will be determined and must be implemented without delay. All interactions must be carefully documented, and confidentiality must be protected to the fullest extent possible.

In cases of the alleged harasser being the complainant's supervisor, the supervisor will be temporarily reassigned or placed on suspension during the course of the investigation. Whether the suspension will be paid or unpaid will be determined by the outcome of the investigation.

Complaint Procedure

If you experience or witness what you believe to be harassment in the workplace, or in the course of assigned duties, report it immediately to Human Resources. You may also report harassment to any other member of Sound Generations management. All allegations of harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against any unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

If you disagree with the outcome of the investigation, you may request an appointment with the Executive Director to discuss the situation.

Retaliation Prohibited

Sound Generations will permit no retaliation against anyone who brings a good faith complaint of harassment or who honestly participates as a witness in the investigation of a complaint of

harassment. Retaliatory behavior will be considered a breach of this policy, and will carry the same penalties.

Written Policy

You will receive a copy of Sound Generations' harassment policy when you begin working (volunteering) for the agency. If at any time you would like another copy of this policy, please contact Human Resources. This policy is also available on the agency's intranet site at <http://www.soundgenerations.org>. If Sound Generations should amend or modify its harassment policy, you will receive an individual copy of the amended or modified policy.

Penalties

Harassment will not be tolerated at Sound Generations. If an investigation of alleged harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including termination of employment, expulsion from the center/program, and/or cancellation of contract(s).

Anyone acting knowingly and recklessly either to make a false complaint of harassment, or to provide false information regarding a complaint, may be subject to disciplinary action, up to and including termination of employment, expulsion from the center/program, and/or cancellation of contract(s).

Finally, anyone failing to maintain confidentiality, or subjecting a complainant or participant in an investigation to retaliatory behavior may be subject to disciplinary action, up to an including termination of employment, expulsion from the center/program, and/or cancellation of contract(s).



EMPLOYEE/VOLUNTEER ACKNOWLEDGEMENT OF SOUND GENERATIONS HARASSMENT POLICY

I hereby acknowledge that I have received a copy of Sound Generations' written Anti-Harassment Policy. I understand that Sound Generations affirms this policy and declares harassment and related retaliation unacceptable, and considers violations of this policy to be conduct subject to disciplinary review and action, up to and including termination of employment, or expulsion from the center/program.

Signature

Date

Printed Name