

# River Valley Child Development Services

## Harassment Policy

Effective: December 1, 2010

River Valley Child Development Services, hereinafter referred to as RVCDS, believes that employees and their work environment should be free from harassing conduct.

Harassment is unwelcome verbal or physical conduct (sexual or otherwise) based on any characteristics defined by law such as race, religion, sexual orientation, gender, age or disability. Harassment can come from a boss, coworker, a group of coworkers, vendor, or customer whose actions, communication, or behavior mocks, demeans, puts down, disparages, or ridicules an employee.

### Harassment comes in two forms:

#### Quid Pro Quo Harassment – "This for That"

Quid pro quo is when an employee suffers a loss, such as demotion or termination or gains a benefit, such as a promotion or a raise in exchange for rejecting or accepting favors (sexual or otherwise)

Examples of Quid Pro Quo are but are not limited to:

- supervisor who fires or denies promotion to a subordinate for refusing to be sexually cooperative;
- supervisor requires a subordinate to participate in religious activities as a condition of employment;
- supervisor offers preferential treatment/promotion if subordinate sexually cooperates or joins supervisor's religion.

#### Hostile Work Environment Harassment

Hostile environment is when an employee does not gain a benefit or suffer a loss, but is exposed to an environment in which harassing conduct is severe and pervasive.

Examples of behaviors that may contribute to a hostile environment include but are not limited to:

- discussing sexual activities;
- telling off-color jokes concerning race, sex, disability, or other protected classes;
- unwelcome touching
- commenting on physical attributes
- displaying sexually suggestive or racially insensitive pictures
- using demeaning or inappropriate terms

- using indecent gestures
- using offensive language
- engaging in hostile physical conduct
- retaliation or favoritism

Conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance or that creates an intimidating, hostile or offensive working environment will not be tolerated.

This policy includes the right to file a claim of harassment.

Employees who make a complaint of harassment or provide information related to such complaint will be protected against retaliation. Harassment complaints/ investigation and the terms of resolution are to be kept confidential to the fullest extent practical.

RVCDS will take immediate and appropriate corrective action when it determines that harassment has occurred.

Employees have the right to appeal if the claimant disagrees with the original determination.

