

**GOODWILL OF THE OLYMPICS AND RAINIER REGION
POLICY MANUAL**

**SECTION SEVEN
HUMAN RESOURCES POLICIES**

ANTI-HARASSMENT

POLICY 7.18

PURPOSE:

Goodwill strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the organization should be characterized by respect, integrity and the absence of intimidation and/or oppression. Employees should be able to work and learn in a safe atmosphere. The accomplishment of this goal is essential to the mission of the organization. For that reason, the organization will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the organization will seek to prevent, correct and discipline behavior that violates this policy.

PROVISIONS:

1. Goodwill of the Olympics and Rainier Region prohibits harassment, including sexual harassment, of any kind. Harassment may take many forms, unwanted or offensive verbal or physical conduct that ridicules, denigrates, insults, belittles or shows hostility or aversion toward an individual or group.
2. For purposes of this policy, harassment includes unwelcome verbal or physical conduct that relates to sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, national origin, race, color, age, religion, sexual orientation, disability, genetic information, gender identity (including transgender status, gender expression, gender transitioning or perceived gender transitioning), military and veteran status, marital status, or any other protected status or characteristics protected by applicable federal, state, or local discrimination laws.
3. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that conduct prohibited by the policy does not occur.
4. Examples of Harassment
Verbal: Comments that are derogatory, unflattering or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, gender identity, marital status, age, pregnancy, disability and other protected status, including epithets, and/or slurs.

Nonverbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows

**GOODWILL OF THE OLYMPICS AND RAINIER REGION
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POLICY 7.18

hostility or aversion toward an individual or group because of their national origin, race, color, religion, gender, sexual orientation, gender identity, marital status, age, pregnancy, disability and other protected status.

5. **Sexual Harassment:** Sexual harassment is a form of unlawful discrimination and is prohibited by this policy. For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where (1) submission to such conduct is made a term or condition of a person's employment; or (2) the rejection or submission of such conduct is to make employment decisions concerning the person; or (3) the conduct interferes with a person's work or creates an intimidating, hostile or offensive work environment.
6. Sexual harassment includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:
 - Is made explicitly or implicitly a term or condition of employment.
 - Is used as a basis for an employment decision.
 - Unreasonably interferes with an employee's work performance or creates an intimidating, hostile or otherwise offensive environment.
7. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness. Sexual harassment may take different forms.
8. Examples of conduct that may constitute sexual harassment are:

Verbal: Sexual innuendoes, suggestive comments, joke of a sexual nature, sexual propositions, lewd remarks, threats. Requests for any type of sexual favor (this includes repeated, unwelcome requests for dates). Verbal abuse or "kidding" that is oriented toward a prohibitive

GOODWILL OF THE OLYMPICS AND RAINIER REGION POLICY MANUAL

SECTION SEVEN HUMAN RESOURCES POLICIES

ANTI-HARASSMENT

POLICY 7.18

form of harassment, including that which is sex oriented and considered unwelcome.

Nonverbal: The distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, photos, text messages, Internet postings, etc., that is sexual in nature.

Physical: Unwelcome, unwanted physical contact, including but not limited to touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling; forced sexual intercourse or assault.

9. Normal, courteous, mutually respectful, pleasant, non-coercive interactions between employees, including men and women, that is acceptable to and welcomed by both parties, is not harassment.

10 There are basically two types of sexual harassment:

Quid Pro Quo: Harassment, where submission to harassment is used as the basis for employment decisions. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.

Hostile Work Environment: Where the harassment creates an offensive and unpleasant working environment. Hostile work environment can be created by anyone in the work environment, whether it is supervisors, other employees or customers. Hostile environment harassment may consist of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, emails, cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

GOODWILL OF THE OLYMPICS AND RAINIER REGION POLICY MANUAL

SECTION SEVEN HUMAN RESOURCES POLICIES

ANTI-HARASSMENT

POLICY 7.18

- 11 **Consensual Sexual Relationship:** Goodwill of the Olympics and Rainier Region strongly discourages romantic or sexual relationships between a management or other supervisory employee and his or her staff (an employee who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give rise to the perception by others that there is favoritism or bias in employment decisions affecting the staff employee.
- 12 If any organization employee enters into a consensual relationship that is romantic or sexual in nature with a member of his or her staff (an employee who reports directly or indirectly to him or her), or if one of the parties is in a supervisory capacity in the same department in which the other party works, the parties must immediately notify Human Resources in writing.
- 13 Once the relationship is made known to the organization, the organization will review the situation with the human resources director in light of all the facts (reporting relationship between the parties, effect on co-workers, job titles of the parties, etc.) and will determine whether one or both parties need to be moved to another job or department. That decision will be based on which move will be least disruptive to the organization as a whole.
- 14 If it is determined that one or both parties must be moved, but no other jobs are available for either party, the parties will be given the option of terminating their relationship or resigning.
- 15 **Retaliation:** No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:
 - Making or responding to a bona fide complaint of discrimination or harassment.
 - Appearing as a witness in the investigation of a complaint of discrimination or harassment.
 - Serving as an investigator in connection with a complaint of discrimination or harassment.

**GOODWILL OF THE OLYMPICS AND RAINIER REGION
POLICY MANUAL**

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POLICY 7.18

Retaliation or attempted retaliation is a violation of this policy and anyone who does so may be subject to sanctions up to and including termination.

- 16 The registering of a complaint will in no way be used against the employee nor will it have an adverse impact on the individual's employment status. Employees are strongly urged to utilize this procedure. However, filing groundless and malicious complaints is an abuse of this policy and is prohibited.
- 17 Violations of this policy must be reported to the employee's manager, a human resource representative or the CEO.

If an employee wishes to be anonymous, an anonymous complaint can be filed through the Employee Care Line at 1-844-806-4833.

All complaints will receive prompt attention, thorough investigation, and appropriate actions will be taken.

Employees involved in behaviors that violate this policy will be subject to disciplinary action up to and including termination of employment, at the sole discretion of management.

Violations of this policy that involve the CEO may be reported to the Chairman of the Board.

AUTHORITY: The CEO, and/or his/her designee, has the authority and responsibility to carry out this policy.

REPORTING: No regular reporting is required.

Approved: 3/13/13 CEO

Reapproved: 3/10/16 CEO

Edited and Approved: 4/17/18 CEO cares line updated 6 10 20