**HARASSMENT POLICY**

It is the policy of ABC Organization that all employees (and interns) should be able to work in an atmosphere free from all forms of discrimination, including sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature.

The Organization prohibits all unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching on an individual, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, display in the work-place of sexually suggestive objects or pictures, sexually explicit or offensive jokes, and physical assault.

No supervisor, employee, officer or member shall threaten or insinuate, either explicitly or implicitly, that another employee’s refusal to submit to sexual advances will adversely affect that person’s employment, work status, evaluation, wages, advancement, assigned duties or any other condition of employment or career development. Similarly, no supervisor, employee, officer or member shall promise, imply or grant any preferential treatment in connection with an employee or applicant for employment engaging in sexual conduct.

In addition to sexual harassment, the Organization expressly prohibits any form of unlawful harassment based upon race, color, ethnicity, religion, national origin, gender, gender identity, age, disability, immigration status, or any other protected characteristic. If an employee (or intern) believes that he or she has been the subject of such harassment, the employee shall follow the procedures set forth below.

Any employee who feels he or she is a victim of harassment by any supervisor, management official, employee, intern, client or third party (or who otherwise believes that harassment of an employee or intern has occurred) should report the conduct to \_\_\_\_\_ or \_\_\_\_\_. Any question about this policy or potential sexual harassment should also be addressed to \_\_\_\_\_..

The Organization will investigate all allegation of harassment. Any employee who is determined, after an investigation, to have engaged in harassment based on any protected characteristic shall be subject to discipline, up to and including termination where warranted.

Subject to the Organization’s need to investigate claims of harassment, such claims will remain confidential.

The Organization prohibits any form of retaliation against any employee filing a bona fide complaint under this policy or for assisting in a complaint investigation.

Each member of management is responsible for creating an atmosphere free of discrimination and harassment. Further, employees (and interns) are responsible for respecting the rights of their co-workers. It is the responsibility of each employee to report incidents of harassment, sexual or otherwise.