

Office Policy on Sexual Harassment

It is the policy of _____

to promote a productive work environment and not to tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment.

Prohibited conduct shall include but is not limited to the following.

- (a) Sexual flirtations, touching, advances or propositions.
- (b) Verbal abuse of a sexual nature.
- (c) Graphic or suggestive comments about an individual dress or body.
- (d) Sexually degrading words to describe an individual.
- (e) The display in the work place sexually suggestive objects or pictures, including nude photographs.

All complaints will be dealt with promptly and taken seriously by the supervisor or the employer.

References EEOC *Guidelines on Discrimination Because of Sex*
Civil Rights Act of 1964 ("title VII")
29 C.F.R. 1604.11