

Extract from the Key Board Policies

Sexual harassment Policy

1. ACHEST is committed to providing a work environment that is free of unlawful discrimination. In keeping with this objective, ACHEST maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, religion, sex, pregnancy, disability, national origin, ethnicity or ancestry, age, or any other category.
2. Sexual harassment is defined as any unwelcome conduct that would not have occurred but for the employee's gender, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that 1) has been made either explicitly or implicitly as a term or condition of an individual's employment or 2) is used as a basis for employment decisions such as promotions and benefits affecting such individual, or 3) other offensive behavior directed toward an employee because of or on account of his or her gender, which substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
3. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, making offensive comments about women in general amounts to sexual harassment. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Harassment can be so frequent or severe that it creates a hostile or offensive work environment or it results in an adverse employment decision such as the victim being fired or demoted.
4. The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer.
5. In addition to sexual harassment, ACHEST also prohibits all forms of harassment on any basis, such as race, religion, ethnicity, age, and disability. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, and other similar verbal, written, or physical conduct.
6. Any employee who believes he or she has been or is being harassed by a coworker, supervisor, or agent of ACHEST should immediately report the facts of the incident(s) and names of the individuals involved to his or her supervisor or, in the alternative, to the human resources office, the executive director, the Board Chair, Ethics Officer or Governance and Ethics Committee Chair. Employees who report harassment, in good faith, should not fear any reprisal. All employees should also immediately report any incidents of harassment they witness to a management representative.

7. After a report of harassment is received, an investigation by management will be undertaken promptly. Any supervisor, agent, or other employee who has been found by the executive director, after investigation, to have harassed another employee in violation of this policy will be subject to discipline that may range from a warning up to, and including, termination.