



Policy: Sexual Harassment

Overview: Cottage Cove is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a violation of discrimination laws, whether directed toward men or women. We will not tolerate such misconduct.

Applicable To: This policy applies to all employees, job assistants, volunteers, and guests on Cottage Cove premises or while on behalf of the Cove at any other location.

Defined: Sexual harassment is unwelcome sexual advances, requests for sexual favors or verbal or physical conduct of sexual nature when:

1. Such comments, advances or other conduct are made a condition of employment, or are used as the basis for employment decisions affecting the individual.
2. The conduct unreasonably interferes with the person's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to:

1. Verbal harassment, such as; sexual innuendo; demands or requests for sexual favors; comments or jokes of a sexual nature; threats of slurs; remarks about an individual's physical anatomy; derogatory comments about gender; or sexually explicit communication, including in-person, telephone, written or electronic mail.
2. Physical harassment, such as sexual advances, touching (or threat to touch) in a sexual manner, physical interference with normal work or movement, or otherwise invading the personal privacy of another person.
3. Unwelcome social advances, such as repeated requests for social dates or any other non-business related activity where the invitee has already indicated that she/he is not willing to accept any such invitations.
4. Distribution or display of written or graphically sexual material, such as sexually oriented magazines or posters, nude pictures or sexually explicit writing.

Procedure: We will promptly investigate any occurrences. Allegations of sexual harassment may require the individual to be suspended during an investigation. Proven misconduct is grounds for immediate dismissal.