



## **Richmond and Westmoreland Counties Habitat for Humanity Sexual Harassment Policy**

Approved November 15, 2007

Any type of sexual harassment in the Habitat workplace will not be tolerated. This includes inappropriate physical contacts, suggestive comments, unwanted behavior that is sexually oriented, and off-color language.

Any employee who experiences harassment of this type from another employee or a Board member is encouraged to report it as quickly as possible to one of the officers of the Board. The officer then has the obligation to consult with the Executive Committee and set up an Investigation Team including himself and two other Board members within two working days.

The investigation should first hear and document, the charges in detail. The accuser should sign the charges. If there are witnesses, they should be interviewed in private to see if they corroborate the charges. They too, should sign any statements they make. A meeting with the offending person should follow during which the charges would be made known and his/her response be documented and signed.

At that point, the Investigating Team will have to make a decision on seriousness of the charge. It may turn out to be a matter of perception where the offender did not realize how the offended took a comment. On the other hand it might a gross violation. The Investigating Team will have to decide if the breach requires dismissal or some counseling. Possibly some sensitivity training on this issue will become available in our area and might be a resource that could be considered under certain circumstances.

Regardless of the final decision, the Investigating Team must consider all of the fact finding to be confidential. If dismissal is decided, the Board needs to make the final decision.