

# Habitat for Humanity of New Castle County Sexual Harassment Policy

**POLICY** Habitat for Humanity of New Castle County (HFHNCC) is committed to providing a working environment that is free from harassment of a sexual nature. HFHNCC will not tolerate sexual harassment as it violates Title VII of the Civil Rights Act of 1964. Employees, volunteers and any other individuals associated with HFHNCC who, knowingly or not, sexually harass anyone employed by or involved with HFHNCC may be subject to severe disciplinary action up to and including termination and/or denied involvement in future HFHNCC activities.

Sexual Harassment occurs when:

1. It is stated, implicitly or explicitly, that sexual favors are a condition of employment or involvement in HFHNCC activities.
2. The granting or rejecting of sexual favors is used as a basis for employment and involvement in HFHNCC activities decisions.
3. Sexually-orientated conduct by others unreasonably interferes with an individual's work performance.
4. Sexually-orientated conduct by others creates an intimidating and hostile environment.

Examples of behavior which may constitute sexual harassment are:

1. physical harassment: unwelcome physical contact, including touching any part of the body, kissing, hugging, standing so close so as to make another person uncomfortable.
2. non-verbal: the display of graphic materials, derogatory posters, cartoons, or drawings, leering or staring at another's body, or gestures.
3. verbal harassment: pervasive or severe derogatory comments, slurs or accusations, lewd talk or jokes, unwelcome sexual advances or propositions, suggestive or graphic comments about an individual's body, sexuality or clothing.

**COMPLAINT PROCEDURE** Whenever anyone employed by or involved with HFHNCC believes he/she has been the subject of sexual harassment, he/she should immediately report the incident or conduct in question to one of the following:

1. His/Her Manager/Supervisor. An employee need not first report the incident to his/her Manager/Supervisor, especially if he/she is the alleged "harasser".
2. His/Her Manager's Manager
3. The site supervisor
4. The Executive Director of HFHNCC
5. The President of the Board of Directors of HFHNCC

**INVESTIGATION PROCESS** Upon the receipt of a complaint from an employee or person involved with HFHNCC, that individual should notify his/her Manager/Supervisor, the Executive Director or the President of the Board of Directors immediately. The Executive Director or President of the Board will promptly investigate the complaint. This investigation will include, as appropriate:

## **Habitat for Humanity of New Castle County Sexual Harassment Policy (cont'd)**

1. interviewing the employee or person involved with HFHNCC bringing the complaint;
2. interviewing the employee or person involved with HFHNCC against whom the complaint is being brought;
3. interviewing any witnesses to the alleged harassment or other persons who can add pertinent information to the investigation;
4. gathering of any other evidence which might aid in the resolution of the complaint.

### **CONCLUSION OF INVESTIGATION**

Once the investigation is concluded, the employee or person involved with HFHNCC who brought the complaint will be notified of the outcome.

Corrective action will be taken against any employee or person involved with HFHNCC who has violated this policy if the complaint was substantiated. Such action may include:

1. an oral reprimand;
2. a written reprimand, which may include placement on probation or final warning;
3. transfer, suspension, or termination, or any other action which may be appropriate under the circumstances;
4. Denied future involvement in future HFHNCC activities.

### **CONFIDENTIALITY**

Confidentiality, for all parties involved, will be respected to the utmost extent possible. It is expected that all those involved in the investigation will keep in strict confidence all information learned or provided during the investigation. Violators of this section of this policy are also subject to corrective action up to and including discharge or denial in future HFHNCC activities.

### **RETALIATION**

Retaliation against those who have filed a complaint or against those who have provided information during an investigation will not be tolerated. Violators of this section of this sexual harassment policy are also subject to corrective action up to and including discharge or denial in future HFHNCC activities.

### **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, an employee of or person involved with Habitat for Humanity of New Castle County, Delaware, do hereby acknowledge that I have read and understand this policy and all the provisions contained herein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

HFHNCC \_\_\_\_\_ Date: \_\_\_\_\_  
Witness