

## **SEXUAL OR UNLAWFUL HARASSMENT**

**MCS is committed to providing a work environment that is free of discrimination. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally-protected characteristic will not be tolerated. As an example, sexually harassing conduct (both overt and subtle) can serve to create an offensive work environment and is thus prohibited.**

**Any individual who has reason to believe that he or she is the victim of impermissible harassment should promptly report the facts of the incident to his or her supervisor, the Program Director, or to the main office. A prompt investigation will be conducted, and appropriate corrective action will be taken when warranted. Anyone engaging in any improper harassment will be subject to disciplinary action, including possible discharge.**

### **XIV. POLICY ON SEXUAL HARASSMENT**

#### **A. POLICY STATEMENT**

**It is the policy of MCS that no employee be subject to harassment by another employee or supervisor on the basis of sex and/or that no action regarding employment be taken towards an employee (either favorably or unfavorably) on the basis of conduct that is not related to work performance, including conduct consisting of submitting to sexual advances, refusing to submit to sexual advances, protesting sexual overtures or raising a complaint concerning the alleged violation of this policy.**

#### **B. THE REASON FOR THIS POLICY**

**The purpose of this policy is not to regulate our employees' personal lives or morality. The policy was formulated to protect our employees –both males and females- against unsolicited and unwelcome sexual overtures or conduct, either physical or verbal. It prohibits employee misconduct that may upset morale and interfere with employees' work and efficiency and helps us continue the harmonious work environment we are striving to maintain. Some forms of misconduct may even constitute violation of law, including the equal employment opportunity law.**

### **C. THE TYPE OF CONDUCT COVERED BY THIS POLICY**

1. Sexual harassment does not refer to welcomed social relationships.
2. The policy prohibits any demand for sexual favors that is accompanied by a promise of favorable job treatment or a threat concerning the employee's employment.
3. The policy prohibits subtle and/or continued pressure for sexual favors, including implying or threatening that an applicant or employee's cooperation or a sexual nature (or refusal thereof) will have any effect on the person's employment, job assignment, wages, promotion, any other condition of employment or future job opportunities.
4. The policy prohibits continued or repeated behavior that is not welcomed by the employee and/or is personally offensive, such as:
  - a. Repeated sexual flirtations, advances or propositions.
  - b. Continued or repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic demeaning or degrading comments about an employee's appearance, or the display of sexual suggestive objector pictures.
  - c. Any uninvited physical contact or touching, such as patting, pinching, or repeated brushing against another's body.
  - d. Continued or repetitive ogling, staring or otherwise non verbal behavior that may be constituted as offensive.

### **D. VIOLATIONS OF THIS POLICY**

Violations of this policy will not be permitted. Any employee who violates this policy will be subject to discipline up to and including discharge.

### **E. COMPLAINTS OR QUESTIONS**

1. Any employee who feels that he or she is a victim of sexual harassment should immediately report the matter to their supervisor. The matter will be thoroughly investigated.
2. Any questions regarding this policy or a specific fact situation should be brought to the appropriate supervisor or a higher level supervisor.