

EMPLOYEE'S SUPPLEMENT TO SEXUAL HARASSMENT POLICY

This document is not intended to be a policy but merely serve as guidance in interpreting the Finance Department's Sexual Harassment Policy. Instances of sexual harassment must always be evaluated on a case by case basis considering the totality of the circumstances.

What Is Sexual Harassment?

A. Definition of Sexual Harassment

The Sexual Harassment Policy of the Finance Department (hereinafter "Finance") defines sexual harassment as:

Unwelcome conduct of a sexual nature (including actions targeted toward one gender), which may include, but is not limited to: sexual advances, requests for sexual favors, verbal or physical conduct, and/or disseminating information by any means or in any form (including but not limited to written and electronic data), constitute sexual harassment when such conduct:

1. Is made explicitly or implicitly a term or condition of employment; or
2. Is used as a basis for employment decisions; or
3. Has the purpose or effect of unreasonably interfering with work performance or creating a hostile or abusive work environment.

B. Examples of Sexual Harassment

Sexual harassing behavior can be verbal, non-verbal, or physical. Examples of each of these types of behaviors are provided in Finance's Sexual Harassment Policy. Other examples include, but are not limited to:

Unwanted sexual advances;

Demands for sexual favors in exchange for favorable treatment or continued employment;

Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit;

Repeatedly asking or pressuring a co-worker for a date after that person has said no;

Graphic emails or verbal commentary about an individual's body, sexual prowess, and/or deficiencies;

DemEANing or degrading conduct or comments consistently targeted toward only one gender, even if the content is not sexual;

Electronic dissemination of sexual pictures which may inadvertently be viewed by others; or

Retaliation for having reported or threatened to report sexual harassment.

C. Unwelcome Behavior

One test to consider is if the behavior in question is "unwelcome."

D. Socially Acceptable Behavior May Sometimes Be Inappropriate In The Workplace

If jokes and compliments are of a sexual nature and are not welcome by an employee, the employee may be annoyed, embarrassed, degraded, or intimidated by such behavior. This kind of unwanted sexual attention can interfere with an employee's work performance and is prohibited.

Can Sexual Harassment Be Prevented?

Employees may be able to play a part in preventing and stopping inappropriate and offensive behavior in the workplace before it rises to the level of sexual harassment. Employees must remember that they are personally responsible for their actions. Since the question of whether certain behavior is sexual harassment depends in part on the **perception** of the person receiving the behavior, employees must be sensitive to whether or not their behavior offends co-workers.

A good test to determine whether your behavior may offend a co-worker is to consider whether you would want your parent, spouse, or child subjected to it. Don't assume co-workers don't mind your behavior just because no one has objected to it.

If you find a co-worker's behavior offensive, you should speak up and let him/her know. If you are not comfortable doing this, let a supervisor know. Don't assume the behavior will stop if you ignore it.

How Do I Report Sexual Harassment?

If you believe you have been the subject of sexual harassment, you should refer to Finance's Sexual Harassment Policy and follow the reporting procedures provided there.

REMEMBER:

- **Retaliation, in any form, for making a good faith report of sexual harassment is prohibited.** If you believe you are being retaliated against for making a complaint, you should report the retaliatory behavior immediately, using the reporting procedures set out in Finance's Sexual Harassment Policy.
- If you submit a report or complaint and still feel that Finance has not met its obligations under its Sexual Harassment Policy, you should send a letter directly to Finance Legal or the Finance Director.

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