

# OHIO RIVER VALLEY WATER SANITATION COMMISSION

## **NON-HARASSMENT POLICY**

ORSANCO is committed to ensuring an environment which respects the dignity and worth of each applicant and employee and which is free from all forms of unlawful employment discrimination, including sexual harassment and harassment on the basis of race, color, national origin, religion, age, disability, sexual orientation, gender identity, pregnancy, genetic information, or veteran status, or any other characteristic protected by law. Conduct which often constitutes sexual harassment includes the following:

1. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
  - Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
  - Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
  
2. Offensive comments, jokes, innuendoes, and other sexually oriented statements.

### **Complaint Procedure**

If you experience what you believe to be any harassment or discrimination, promptly report the incident to your supervisor. If you believe that it would be inappropriate to discuss the matter with your supervisor, or do not feel comfortable doing so, you may report the problem directly to the Director of Administration. ORSANCO will investigate the matter and take appropriate action. Your complaint will be kept confidential to the extent consistent with a thorough investigation.

If ORSANCO determines that an employee is guilty of harassing another employee, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment. Appropriate action will also be taken against any other person whom ORSANCO determines is guilty of harassing one of our employees.

ORSANCO prohibits any form of retaliation against any employee for filing a bona fide complaint or for assisting in a complaint investigation. However, if ORSANCO

determines that an employee filed the complaint in bad-faith or provided false information, disciplinary action will be taken against the employee.

Grievances: The purpose of this policy is to provide a quick, effective and consistently applied method for all employees to present his or her concerns to management, and have those concerns internally resolved. The use of this policy is not mandatory and in no way precludes employees from pursuing other avenues of resolving conflicts. Any employee who may be unable to resolve a grievance by discussion with the employee's Program Manager/Director may request consideration of the matter by the Executive Director. If the finding of the Executive Director is not acceptable to the employee, the finding may be appealed to the Commission Chairman. Such appeal must be in writing and a copy of said appeal forwarded to the Executive Director. If the Commission Chairman determines additional information is needed to make a final determination, the Personnel Committee of the Commission will make arrangements for further proceedings.