

## **Sexual Harassment Policy of the Prospect Heights Neighborhood Development Council, Inc.**

The Prospect Heights Neighborhood Development Council, Inc. (“the Council”) is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All individuals have a legal right to an environment free from sexual harassment, and employees can enforce this right by filing a complaint internally with the Council, or with a government agency or in court under federal, state or local antidiscrimination laws. The Council has a zero-tolerance policy for any form of sexual harassment, and all members, volunteers, employees and non-employees are required to work in a manner that prevents sexual harassment in the workplace and during any of the Council’s activities. This Policy is one component of the Council’s commitment to a discrimination-free environment for members, volunteers, employees, contractors, and non-employees<sup>1</sup>.

### **Sexual harassment**

Sexual harassment is unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual’s sex when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’s performance. Quid pro quo sexual harassment occurs when a supervisor or other person with authority makes an employee’s submission to a sexual demand a condition of their employment. Sexual harassment need not be severe or pervasive to be unlawful, and can be any sexually harassing conduct that consists of more than petty slights or trivial inconveniences. It is not a requirement that an individual tell the person who is sexually harassing them that the conduct is unwelcome.

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<sup>1</sup> A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, “gig” workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

## **Policy**

1. This Policy applies to all members, employees, applicants for employment, interns, whether paid or unpaid, contractors, volunteers, non-employees and persons conducting business with the Council (“Covered Persons”). This policy must be provided to employees upon hiring.

2. Sexual harassment will not be tolerated. Any Covered Person who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination or removal.

3. Retaliation Prohibition: No Covered Person shall be subject to adverse employment action including being discharged, disciplined, discriminated against, removed or otherwise subject to adverse action because the Covered Person reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The Council has a zero-tolerance policy for such retaliation against anyone who, in good faith, complains or provides information about suspected sexual harassment. Any employee or member of the Council who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination or removal. Any Covered Person who believes they have been subject to such retaliation should inform a supervisor, manager, or officer of the Council’s Board.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects the Council to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability. Covered Persons of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

5. The Council will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All Covered Persons, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

6. All Covered Persons are encouraged to report any harassment or behaviors that violate this policy. The Council will provide all employees a complaint form for employees to report harassment and file complaints.

7. Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe to an officer of the Council's Board.

## Sexual Harassment Complaint Form

### Complainant Information

Name:

Phone number:

Email address:

Preferred communication method:  Phone  Email  In person

### Supervisor information

Supervisor's name:

Title:

Phone number:

### Complaint information

1) Your complaint of Sexual Harassment is made about:

Title:

Phone:

Relationship to you:  Supervisor  Subordinate  Co-worker

Other

2) Please describe what happened and how it is affecting you and your work. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3) Date(s) sexual harassment occurred:

Is the sexual harassment continuing?  Yes  No

- 4) Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:
- 5) [Optional] Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?
- 6) If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: \_\_\_\_\_

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