

## **SECTION 29: SEXUAL HARASSMENT POLICY**

The Commission strictly prohibits sexual harassment of employees. Sexual harassment has been defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions effecting such employee, or (3) such conduct has the purpose or effect of unreasonably interfering or creating an intimidating, hostile, or offensive working environment.

Each employee has not only a right, but a duty to report conduct which he or she believes may constitute sexual harassment, and the company will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which he or she believes may constitute harassment in violation of this policy. Employees should report alleged sexual harassment to his or her immediate supervisor or the manager.

The Commission will thoroughly investigate any allegations of harassment and maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, up to and including termination