

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
AGENCY POLICY**

SEXUAL HARASSMENT

POLICY

Tuscarawas County Job & Family Services maintains an environment free from any discrimination and prohibits sexual harassment of clients and employees, including discriminatory sexual advances or harassment adversely affecting an employee's terms and conditions of employment or the client's eligibility either directly or indirectly.

All employees of TCJFS are responsible for discouraging sexual harassment, reporting incidents of sexual harassment, and cooperating with all investigations of sexual harassment.

PROCEDURE

1. **Definition** Sexual harassment is any unwelcome or unwanted sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when any one of the following criteria is met:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or eligibility;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or eligibility decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Sexual harassment is determined by how the person being harassed is affected, not by the harasser's intent.

2. **Reporting**

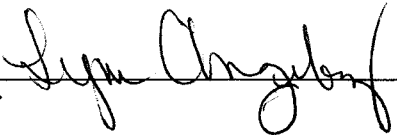
- a. All persons are encouraged to discuss with a Supervisor or the Director those situations which make them uncomfortable and to examine their options.
- b. Persons who feel they have been subjected to sexual harassment or have witnessed sexual harassment by an individual affiliated with TCJFS shall immediately complete Incident Form JFS 45 and submit it to a Supervisor or the Director.
- c. Management will immediately begin an investigation by interviewing:
 1. the person allegedly harassed, and
 2. the person allegedly committing the harassment, and
 3. all alleged witnesses
- d. When the report is determined valid, prompt disciplinary action will be taken to stop the harassment and prevent its recurrence.
- e. Employees exhibiting discriminatory behavior toward anyone exercising his rights under this policy will also be subject to disciplinary action.

3. False Reporting

- a. Failure to prove sexual harassment will not constitute a false report without further evidence of bad faith.
- b. An employee intentionally making a false report may be subject to disciplinary action.

NOTE: Sexual harassment which occurs "off premises" and "off duty" against an employee or client is also subject to this policy.

Lynn Angelozzi, Director



Effective Date

12-7-01