



**Bethlehem Youth Court
NON-HARASSMENT POLICY
Adopted: Oct. 11, 2018**

Bethlehem Youth Court (BYC) is committed to a workplace free from harassment. Harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as state discrimination laws. It creates uncomfortable working conditions for all employees, whether they be directly or indirectly involved. BYC will not tolerate such misconduct, and any employee or official violating this policy will be subject to appropriate disciplinary action, including discharge. Any employee or official who receives a complaint and does not act on it under the procedures of this policy will also be subject to discipline, including dismissal.

DEFINITIONS

Sexual harassment is unwelcome sexual advances, requests for sexual favors or verbal/physical contact of a sexual nature when:

1) Submission to such conduct is either implied or stated to be a term or condition of employment or a factor in the evaluation of the employee's performance, ability to be promoted, or any other component of employment.

Or

2) Such conduct interferes, either directly or indirectly, with an employee's work performance by creating a hostile, offensive or intimidating environment. Verbal harassment is sexually vulgar language, remarks about an individual's physical anatomy, derogatory comments about gender, distribution of written or graphic sexual material, sexually oriented magazines/posters, display of nude pictures, or other words or depictions of a sexual nature.

Physical harassment is touching in a sexual manner or invading personal privacy, especially the intentional touching of private body parts, or threats to take such actions.

PROCEDURES

Any employee who feels harassed by a supervisor, coworker, subordinate, or other person should take the following course of action:

1) Tell the offending individual(s) to stop the harassment. State your objection to the action and the specific behavior to which you object. Have a witness present if possible. Also note the time and date of the discussion and write a summary of what you said and how the offender responded. If uncomfortable with a discussion with the harassing individual(s), state your objections in writing and keep a copy. In any harassment case, documentation will help support contentions of harassment.

Keep a log of the specifics of the actions to which you object. Record dates, times and witnesses.

Keep copies of any notes or materials.

2) An individual who does not feel comfortable confronting the offending party in person, or in writing, may proceed directly to this step but should still keep a log of occurrences. If step 1 does not resolve the problem, or if you fear reprisals will result from a complaint, immediately complain to your supervisor, BYC's Board of Directors, or any other supervisor. Employees can be assured that no one will be retaliated against for either filing a complaint or participating in an investigation of harassment.

You have a right to discuss your complaint with a supervisor with whom you feel comfortable. All complaints are handled in a timely fashion. Your complaint and all the details of the investigation will be treated as confidential information. Only those involved in the investigation, witnesses to the harassment and the alleged harasser will be contacted. Your identity, as far as possible, will be withheld from all involved parties. BYC will attempt to do the utmost to protect the privacy of the complainant, as well as the integrity of any individual who may have been wrongfully accused of harassment.

3) An individual who receives a complaint will contact the Board of Directors Executive Committee (or the person who will conduct the investigation). The alleged harasser will be contacted, along with witnesses, coworkers, and possible other victims. Upon completion of their fact finding, the investigators will recommend any disciplinary action to the Board of Directors. Both the victim and the alleged harasser will

be informed of the investigators' findings. While the investigation should be thorough and complete, in only the most unusual circumstances will completion take longer than 10 days.

4) Throughout the investigation and after the determination of penalty, if any, the complainant will be assured there will be no reprisals from any BYC employee or official. A complainant's career will not be adversely affected by the outcome of the investigation.

5) Appeals of the investigators' findings may be made to the Board of Directors. Any Board Member involved in the harassment is excluded from the appeal decision-making process.

6) Details of the investigation will be released only in the event of a court or agency proceeding, or pursuant to a valid subpoena or court order.