

SEXUAL HARASSMENT POLICY**Sexual Harassment**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example, (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. Depending on the circumstances, the following behaviors may be grounds for discipline, up to and including termination: unwanted sexual advances or requests for sexual favors, touching, pinching, hugging, jokes of a sexual nature, making obscene gestures, or the display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text, or on a computer screen) and other physical, verbal, or visual conduct of a sexual nature.

Retaliation

YouthForce NOLA (YouthForce) prohibits any and all reprisal or retaliation against any employee who has made a good faith discrimination, harassment, or retaliation complaint, opposed a prohibited practice in violation of this policy, or participated, in any manner, in an investigation or other proceedings about a prohibited practice in violation of this policy.

Complaint Procedure

Employees have an obligation to report the complaint to the Director of Operations, President, and/or their supervisor if they believe they are being or have been harassed or if someone has accused them of harassment or inappropriate behavior of a sexual nature. Complaints of harassment will be carefully investigated. Consistent with YouthForce's policy to investigate and remedy harassment where it is found, the allegations of the complaint and the identity of the persons involved will remain confidential to the extent possible. Any employee determined to have violated this policy may be subject to appropriate discipline, up to and including termination. Other remedial action, when appropriate, may be taken to remedy the effect of any violation and prevent its recurrence.