



## The Discovery Science Place Sexual Harassment Policy

### 1.4 SEXUAL HARASSMENT

Everyone who works for The Discovery Science Place is entitled to a workplace free from sexual harassment and intimidation. The Discovery Science Place is committed to providing a work environment that is free of any type of discrimination or unlawful harassment. The Discovery Science Place prohibits any form of sexual harassment and will take corrective action against offenders, including discipline and/or discharge.

Any requests for sexual favors and/or any other verbal or physical conduct of a sexual nature between employees in the workplace, or during job-related contacts with visitors, customers, or other citizens, constitute sexual harassment and are prohibited, such as:

- A. Unwelcome sexual advances
- B. Physical or verbal contact of a sexual nature, or joking that is sex-oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" that are clearly unwanted and considered offensive to others, or any other tasteless sexually-oriented comments or actions that offend others.
- C. Any verbal or non-verbal communication expressing or implying that participation in sexual contact is a condition of employment, promotion, or preferential treatment.
- D. Conduct with sexual implication that has the purpose or the effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment is considered sexual harassment.

Any employee who experiences sexual harassment should contact his/her department head immediately. If unresolved, or in the event the harassment is alleged against the department head, the employee should go to the Executive Director, who will report to the Executive Board of The Discovery Science Place. An employee may raise the issue at any time. However, the appropriate time to register a complaint is immediately after the act occurs. An employee's job will not, in any way, be threatened by truthfully reporting any acts of sexual harassment as described above.

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I have read and understand the organization's sexual harassment policy and agree to abide by it. I further understand that violation of any of the policies in the Handbook is reason for disciplinary action up to and including termination.

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Employee Signature

Date