

# ***WORKPLACE HARASSMENT POLICY***

APPLICATION: Full-time and part-time classified, "at will" and hourly employees,

**PURPOSE** To educate employees in the recognition and prevention of illegal workplace harassment and to provide an effective means of eliminating such harassment from the workplace.

## **DEFINITIONS**

- Workplace Harassment** Any unwelcome verbal, written or physical conduct that either denigrates or shows hostility or aversion towards a person on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation, or disability, that: (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an employee's work performance; or (3) affects an employee's employment opportunities or compensation.
- Retaliation** Overt or covert acts of reprisal, interference, restraint, penalty, discrimination, intimidation, or harassment against an individual or group exercising rights under this policy.
- Sexual Harassment** Any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or nonemployee (third party).
- **Quid pro quo** — A form of sexual harassment when a manager/supervisor or a person of authority gives or withholds a work-related benefit in exchange for sexual favors. Typically, the harasser requires sexual favors from the victim, either rewarding or punishing the victim in some way.
  - **Hostile environment** — A form of sexual harassment when a victim is subjected to unwelcome and severe or pervasive repeated sexual comments, innuendoes, touching, or other conduct of a sexual nature which creates an intimidating or offensive place for employees to work.

**Third Individuals** who are not Humane Home Care employees, but who have business Parties interactions with Humane Home Care employees. Such individuals include, but are not limited to:

- Clients, Customers, Vendors.

## **WORKPLACE HARASSMENT**

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- Employees, Contactors, Clients, Volunteers & Vendors
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## **PROHIBITED CONDUCT**

**Harassment:** The Commonwealth Pennsylvania strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability.

Retaliation: The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment.

## HARASSMENT COMPLAINT PROCEDURE

### *State Complaint Procedure*

Employees and third parties should report incidents of workplace harassment as soon as possible after the incident occurs.

Employees and applicants for employment seeking to remedy workplace harassment may file a complaint with Humane Home Care Agency Human Resource Director, the agency head, their supervisor(s), or any individual(s) designated by the agency to receive such reports, under no circumstances shall the individual alleging harassment be required to file a complaint with the alleged harasser.

The employee or applicant may follow the Humane Home Care Agency Employees' Discrimination Complaint Procedure, which is administered by the Office of Equal Employment Services within the Department of Human Resource Management. Federal Complaint Process

### Assurance against Retaliation

Employees (and applicants for Humane Home Care Agency Employment) also may file a complaint with the federal Equal Employment Opportunity Commission.

Employees and third parties who make complaints of workplace harassment, or provide information related to such complaints, will be protected against retaliation. If retaliation occurs, the employee(s) should report the retaliation through the harassment complaint procedure.

## WORKPLACE HARASSMENT: POLICY VIOLATIONS

### Engaging in Harassment-Allowing Harassment to Continue

Any employee who engages in conduct determined to be harassment, or who encourages such conduct by others, shall be subject to corrective action by Humane Home Care Agency, which may include discharge from employment.

Managers and/or supervisors who allow workplace harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be considered a party to the offense, even though they may not have engaged in such behavior.

Failure to Respond: Managers and/or supervisors who allow workplace harassment to continue or who fail to take appropriate action should be subject to disciplinary action by Humane Home Care Agency, including demotion or discharge.

**I acknowledge that I have read above information regarding Humane policies and procedures and will adhere by it.**

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**Name of Employee**

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**Date**