



Sexual Harassment Policy

Purpose

It is the policy of CRYROP to promote a respectful environment free from all forms of harassment. As such, CRYROP is committed to preventing any sexual harassment in the working environment by adhering to this policy statement and by training employees to recognize and prevent sexual harassment. Should any incidents of harassment, actual or alleged, occur in violation of this policy, the guidelines herein for reporting sexual harassment and the procedures for eliminating future sexual harassment incidents shall be followed.

Scope

This policy applies to all members/employees of CRYROP, both supervisory and non-supervisory personnel.

Definitions

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. There are two kinds of sexual harassment:

1. **Quid Pro Quo** - when decisions regarding employment (i.e. hiring, compensation, promotion and/or termination) are based upon whether an employee will submit to sexual advances.
2. **Hostile Work Environment** - any unwelcome sexual advances, requests for either the victim or other employees by creating an intimidating, hostile, or offensive work environment.

Some examples of unlawful sexual harassment behavior include verbal harassment (e.g., unwanted sexual comments, suggestions, jokes, or requests for sexual favors), non-verbal harassment (e.g., gestures, leering, pictures, cartoons, assault, or touching).

Policy

CRYROP is committed to:

1. Eliminating sexual harassment from the work environment
2. Taking actions to protect all of its personnel and clients of the district
3. Responding quickly and effectively to any incidents of sexual harassment.

It is the responsibility of CRYROP to:

1. Clearly communicate this policy to all of its employees
2. Provide training to its members when first hired and at regular intervals thereafter
 - a. This training will be administered via Target Solutions Online Training system.

All personnel shall immediately address discriminatory behavior (i.e. harassment) once they become aware of it. Failure to do so may be grounds for disciplinary action, up to and including dismissal. Every effort will be made to maintain confidentiality to protect both the complainant and the accused to the extent possible.

Retaliation against employees, clients, or other persons having business with CRYROP who report sexual harassment will not be tolerated.

Procedures

1. If you believe you are being sexually harassed, you should inform the individual that their behavior is unwelcome and request that it stop. If the behavior does not stop, you may notify your supervisor or Laura Koger, Coordinator of Personnel Services, or any other supervisor within CRYROP.
2. When an employee supervisor is notified of alleged sexual harassment, he/she should immediately document the complaint and report the matter to Laura Koger, Coordinator of Personnel Services.
3. CRYROP will then initiate an investigation of the allegations, which may be either an informal review or a formal investigation. During the investigation, information will be kept confidential to the extent possible under the law. Upon completion, a report of findings shall be made to Laura Koger, Coordinator of Personnel Services.
4. Employees who are uncomfortable reporting sexual harassment to CRYROP or feel that their concerns are not being adequately addressed may report to:

California Department of Fair Employment and Housing (DFEH)

2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
(916) 478-7251 or (800) 884-1684
contact.center@dfeh.ca.gov

or

The Federal Equal Employment Opportunity Commission

Roybal Federal Building
255 East Temple St., 4th Floor
Los Angeles, CA 90012
(800) 669-4000
info@eeoc.gov

5. A summary of the actions recommended by the investigation team will be provided to the person(s) against whom the complaint was made. Once an investigation has been completed, the result is subject to appropriate state laws on public disclosure.
6. If sexual harassment is found to have occurred, the alleged harasser(s) has the right to know and respond to the charge(s) prior to any corrective or disciplinary action. CRYROP shall make the final decision regarding the complaint and determine any necessary corrective or disciplinary action. Corrective or disciplinary action may include, but is not limited to, suspension, demotion, reduction in pay or termination.
7. Anyone who files a sexual harassment complaint and all persons who provide information regarding the complaint are protected from retaliation by law and by this policy. Retaliation will not be tolerated.

It is the responsibility of all employees in this district, supervisory and non-supervisory, to adhere to this policy and to use all reasonable efforts to create and maintain an environment free from harassment and discrimination of any kind.

Sexual Harassment Policy - Acknowledgement of Receipt

I, _____, have personally received a copy of this Sexual Harassment Policy.
(Print Name)

(Employee Signature)

(Date)