



<b>Name</b>	Anti-Harassment Policy
<b>Applicable to</b>	Staff
<b>Location</b>	Board Manual; Intranet
<b>Effective Date</b>	12/2/15
<b>Date(s) of Revision</b>	
<b>Legal and Other References</b>	COA Standards: HR 1.02.

ELC will not tolerate harassment or discrimination in the workplace from or against any employee, volunteer or client on the basis of race, disability, color, religion, gender, sexual orientation, age, marital status, pregnancy, national origin, ancestry, citizenship, veteran status, HIV positive or AIDS condition, or any other category protected by law. The following non-comprehensive list of behaviors identifies examples of behaviors that violate ELC's Anti-Harassment Policy and constitute grounds for disciplinary action, up to and including discharge:

- sexual flirtations, touching, advances or propositions;
- verbal abuse of a sexual or discriminating nature;
- graphic or suggestive comments about an individual's dress or body;
- threats, demands or suggestions that an employee's work is contingent upon toleration of or acquiescence to sexual advances;
- retaliation against employees for complaining about such behaviors;
- any other unwelcome statements or actions based on a category protected by law that are sufficiently severe or pervasive so as to unreasonably interfere with an individual's work performance, or create an intimidating, hostile or offensive working environment;
- sexually degrading words to describe an individual, whether written or oral;
- the display in the workplace of objects or pictures, whether tangible or computer-based images, that primarily relate to, and tend to degrade, a person on the basis of his or her race, disability, color, religion, gender, sexual orientation, age, marital status, pregnancy, national origin, ancestry, citizenship, veteran status, HIV positive or AIDS condition, or any other category protected

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by law.

Each employee has a responsibility to maintain the workplace free from any form of sexual harassment and any other harassment based upon any characteristics stated above or otherwise protected by law.

Any person who has a complaint of harassment or discrimination against a superior, a co-worker, a vendor or a person we serve must bring the problem to the attention of ELC Chief Executive Officer. In the event of a complaint against the Chief Executive Officer, the person should direct the complaint to the Coalition’s Executive Committee.

ELC prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints will be investigated and handled as confidentially as possible in the manner described below, though all records are subject to Florida Sunshine Laws.

Complaints of harassment or discrimination will be investigated as promptly as possible. The allegations of the complaint and the identity of the persons involved shall remain confidential, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy.

The investigation will include, but will not be limited to, discussions with both parties and witnesses. The Chief Executive Officer or the Chair of the Executive Committee will determine any corrective action needed, notify all parties of a final decision, and implement that decision.

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CEO Signature

Date

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Board Chair Signature

Date

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