

### **Prohibition of Sexual Harassment**

The board of trustees will not tolerate acts of sexual harassment in the workplace. This policy applies to all employees. Furthermore, this policy prohibits harassment in any form, including verbal, physical and visual harassment.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of substantially interfering with the individual's work performance or creating an intimidating, hostile or offensive working environment.

### **Complaint Procedure**

Regulations are to be adopted which provide for a prompt and fair investigation of any allegation of sexual harassment.

No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.

### **Disciplinary Actions**

Any employee who is found to be responsible for sexual harassment will be subject to appropriate discipline. The severity of the disciplinary action will be based upon the circumstances of the infraction.