

## **SEXUAL HARASSMENT AND OTHER DISCRIMINATORY HARASSMENT POLICY**

### **Sexual Harassment**

The Peace River Wildlife Center ("PRWC") is pledged to preserving a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with the company.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the company, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed either on or off company premises.

Victims of sexual harassment have the right to sue both the company and the perpetrator by contacting the Equal Employment Opportunity Commission or a state agency. For this reason and for the protection of all our employees, PRWC seeks to prevent sexual harassment.

All PRWC employees are responsible for helping ensure that our workplace is kept free of sexual harassment. If you feel you have been a victim of sexual harassment, report the behavior to our Sexual Harassment Coordinators [name, location, phone number] or to any supervisor, member of the personnel department or the company president. If you have witnessed sexual harassment, you also are urged to report the incident so that prompt action may be taken.

All complaints will be treated seriously, kept as confidential as possible and investigated fully. PRWC expressly forbids any retaliation against employees for reporting sexual harassment. If, however, the company finds that false charges have been filed, disciplinary action may be taken against anyone who provides false information.

If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment. PRWC will take appropriate corrective actions against anyone found to be in violation of this policy, including possible termination of employment."

### **Other Discriminatory Harassment**

PRWC strongly supports the rights of all its employees to work in an environment free from all forms of harassment, including harassment on the basis of race, color, religion, gender, sexual orientation, national origin, age or disability. Harassing conduct includes, but is not limited to:

- Epithets
- Negative stereotyping
- Slurs
- Threatening, intimidating or hostile acts that relate to the above characteristics
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the above characteristics, and that is placed on walls, bulletin boards, or elsewhere on the premises, or circulated in the workplace.

In compliance with the EEOC Guidelines and our policy, PRWC prohibits harassment of any kind. If the result of an investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including immediate termination of the employment of the offender.

---