

## POLICY AND PROCEDURES ON HARASSMENT IN THE WORKPLACE

The Board strives to create a work environment that enhances human dignity and is characterized by mutual respect, high morale, and high productivity. Discrimination of any kind is incompatible with this goal. It is the policy of the Board to promote a productive work environment and not to tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. No form of harassment will be tolerated at the Board, including harassment for the following reasons: race, national origin, religion, disability, pregnancy, age, military status, or sex.

Sexual harassment is a form of sex discrimination that is prohibited under Title VII of the Civil Rights Act of 1964, as well as state statutes of the Commonwealth of Virginia. Sexually harassing or offensive conduct in the workplace is prohibited. This conduct includes:

1. Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions;
2. Verbal abuse of a sexual nature;
3. Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress or body;
4. The display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects or pictures, including nude photographs;
5. Demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages.

Sexual harassment is unacceptable, inappropriate, and demeaning behavior that creates an intimidating, hostile, and offensive work environment, and it will not be tolerated by the Board.

Racial/ethnic harassment is a form of discrimination that is prohibited under Title VII of the Civil Rights Act of 1964, as well as statutes of the Commonwealth of Virginia. Racial/ethnic harassment consists of negative comments of any kind about another person's race or ethnic origin, including racial labels. Racial harassment includes racially and/or ethnically derisive jokes whether or not a member of that particular race or ethnic group is present. Racial/ethnic harassment is unacceptable, inappropriate, and demeaning behavior that creates an intimidating, hostile, and offensive work environment, and it will not be tolerated by the Board.

Individuals who experience harassment of any kind should promptly bring the matter to the attention of the Administrator. Should the Administrator not be available or should the harassment involve the Administrator, the individual should then contact the Chairman of the Board. All complaints of harassment are to be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited.

Violations of this policy will result in disciplinary action up to and including immediate termination.

-----  
I have read and understand the Policy and Procedures on Harassment in the Workplace as enumerated above and agree to adhere to said policy.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name