

SEXUAL HARASSMENT POLICY

Policy. Concord Swimming Club, Inc., does not tolerate sexual harassment, will take steps to forestall the possibility of it arising, and will initiate immediate action to eradicate it if it should arise.

Definition. Sexual harassment covers two major areas - an employee expects and/or receives beneficial or detrimental employment treatment as a result of complying/not complying with sexual advances and the existence of pervasive, intolerable, unwelcome, sexually-oriented hostile work environment. The sex of the individuals involved is not material and physical touching is not required.

Complaint process.

- A. If employees believe they have been sexually harassed, they should report the facts, in confidence, to the President or a Vice-President regardless of whether the initiator is a director, supervisor, employee, or pool member.
- B. The President, or a designee, will expeditiously investigate and develop a report of findings.
- C. The President individually, or a three-member Board Grievance Committee which shall include the President but not director that is a supervisor of the complainant, will review the report of findings and decide on the appropriate action, and inform the complainant.
- D. The President will initiate immediate corrective action, if appropriate, which may include action up to dismissal for an employee and suspension for a member found guilty of harassment.
- E. All complaint information will be confidential and only persons needing to know will be privy to its contents.
- F. The President will take steps to assure no retaliation against an employee who has submitted a complaint.

Communications.

- A. Supervisors will be trained on this policy and its requirements.
- B. Supervisors will inform employees of this policy.
- C. This policy will be posted.

I have reviewed this policy, and will abide with all its specifics.

Signed: _____ Date: _____

Approved by the Board of Directors, 3/26/2017