



HARASSMENT POLICY

PURPOSE

To ensure employees, clients and vendors work in a safe and professional environment free from any type of harassment in any form.

POLICY AGAINST HARASSMENT

The Early Learning Coalition of Pasco and Hernando Counties, Inc. is committed to providing a workplace free of sexual harassment and sexual assault as well as harassment based on such factors as race, gender or gender identity, color, religion, national origin or ancestry, age, protected activity, marital status, pregnancy, breastfeeding, disability, veteran status or sexual preference or orientation or any other category protected by state and/or federal laws. The Coalition has a Zero-Tolerance Policy for any form of harassment among its employees. The Coalition will also strive to protect its employees from any type of harassment from outside sources while conducting Coalition business.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Some examples include but are not limited to: racial slurs; ethnic jokes; posting of offensive statements, posters, or cartoons; or other similar conduct. Sexual harassment includes but is not limited to: solicitation of sexual favors, unwelcome sexual advances, sexual assault, or other verbal, visual, or physical conduct of a sexual nature.

COMPLAINT PROCEDURE AND ROLES AND RESPONSIBILITIES

Any incident of harassment must be reported promptly to any member of management and/or to the Chair or Vice Chair of the Board of Directors. Leadership members who receive complaints or any Coalition employee who observes harassing conduct must inform the Executive Director immediately. If the complaint is against the Executive Director, the complaint will be lodged with the Human Resource representative who will immediately report it to the Assistant Executive Director and/or the Chair of the Board of Directors.

It is the Coalition's duty to prevent and eliminate harassment. Anyone receiving a report must report it to Senior Leadership. Employees are not required to report first to the direct supervisor. Employees may report the harassment verbally or in writing.

Every report of harassment will be investigated thoroughly and promptly. The Coalition will protect the confidentiality of allegations as possible. An investigation of allegations is required and to be effective must include information about the alleged harasser and potential witnesses. However, information will be shared only with those who need to know and records will be kept on the same basis. In addition, the coalition will not tolerate retaliation against any employee for making a complaint.

In the case of Coalition employees, if harassment is established, termination of employment will be immediate as the Coalition has a zero-tolerance for any type of harassment.

With regard to acts of harassment by customers or vendors, corrective action to terminate services or contracts will be taken after consultation with the appropriate management personnel.

Employees may also report harassment to the Equal Employment Opportunity Commission (EEOC). For information on the nearest field office a toll free call may be made to 800-669-4000 and for hearing impaired individuals to the commission's TTY line at 800-669-6820. There is a time limit on complaints from the last date of unlawful conduct. A charge must be filed with the EEOC within 180 days from date of alleged violation. An extension of 300 days may be granted if the charge is also covered by a state or local anti-discrimination law.

The Executive Director will ensure, not only that all employees are informed of the Harassment Policy by signing the Harassment Policy receipt which will be maintained in the employee's personnel file, but that all employees will comply with the Coalition's policy. The Executive Director has the primary responsibility to receive reports of allegations of harassment.

Employees in Leadership roles who receive a report alleging harassment shall ensure that the matter is promptly reported to the Executive Director.

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