

4.1. ANTI-HARASSMENT POLICY

LCBSS is committed to providing a work environment in which all individuals are treated with respect and dignity. It is LCBSS's policy to ensure and maintain a working environment free of harassment, intimidation, and coercion in the workplace, at offsite locations, during LCBSS events, at community events, and while conducting any LCBSS service. In this way, behaviors such as harassment, sexual harassment, bullying, and a hostile work environment are strictly prohibited. LCBSS's zero-tolerance policy regarding harassment applies to all LCBSS employees and all non-employees with whom an LCBSS employee may come into contact, including customers, visitors, volunteers, interns, vendors, contractors, temporary employees, donors, clients, and all other individuals. LCBSS's zero-tolerance policy regarding harassment applies equally to online conduct and conduct that occurs offsite.

Any form of harassment that violates federal, state, or local law, including but not limited to harassment related to an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, age, ancestry, citizenship, genetic information, veteran status, marital status, pregnancy, or disability is a violation of this policy and will not be tolerated. Harassment consists of unwelcome conduct, whether verbal, visual, or physical, that is based on a protected characteristic. Forms of harassment could include:

- 1) Verbal harassment, including but not limited to:
 - a. Derogatory or demeaning comments or jokes
 - b. Use of profanity, epithets, slurs, or stereotyping
 - c. Shouting or bullying
 - d. Use of insults or threats
 - e. Teasing or ridicule
 - f. Flirting
 - g. Spreading rumors or gossip
- 2) Visual harassment, including but not limited to:
 - a. Offensive cards or messages
 - b. Inappropriate logos or words on attire
 - c. Threatening gestures
 - d. Denigrating drawings or images
- 3) Physical harassment, including but not limited to:
 - a. Unnecessary or offensive touching
 - b. Intimidation or coercion
 - c. Physical threats
 - d. Stalking

Sexual Harassment: It is imperative that all employees in all LCBSS programs comply

with both the spirit and intent of federal, state, and local laws, which relate to sexual harassment. There is a continuing and urgent need for employees at all levels to assure a work environment free of sexual harassment. It is the purpose of this policy to implement these guidelines.

It is the policy of LCBSS to assure a work environment free of sexual harassment and sexually related intimidation, hostility or offensive behavior. In accordance with the above, unwelcome sexual advances; requests for sexual favors; sexual demands; or other verbal, physical, or visual conduct of a sexual nature will constitute sexual harassment when:

- Submission to the conduct is either an explicit term or condition of employment; or
- Submission to or rejection of the conduct is used as a basis for an employment decision affecting the person rejecting or submitting to the conduct; or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile or offensive work environment.
- In third-party situations, one individual is offended by the sexual interaction, conduct, or communications between others.