

## NORTH CENTRAL COUNTIES CONSORTIUM

**UNLAWFUL HARASSMENT POLICY****I. Policy Statement**

The North Central Counties Consortium ("NCCC") is committed to providing a work environment free of unlawful harassment of employees because of their sex, race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local laws. All such harassment is unlawful. Irrespective of law, the NCCC believes that all such harassment is offensive, and it will not be tolerated. NCCC prohibits such harassment of its employees by anyone in or from the work environment, including harassment by any of the following persons: employees of the NCCC; Governing Board and Workforce Investment Board (WIB) members; any subcontractor staff, and any individual taking part in a Workforce Investment Act (WIA) or Welfare to Work (WtW) funded program or activity, such as enrolled participants; classroom training providers, and worksite staff. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, and retaliation is prohibited. Any employee who violates this policy may be disciplined, up to and including discharge, based on the seriousness of the violation.

**II. Unlawful Harassment**

Unlawful harassment on the basis of sex, race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local laws or any other protected basis can include, but is not limited to:

- A. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments;
- B. Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures;
- C. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work performance or progress directed at an employee because of the employee's sex, race or any other protected basis;
- D. Retaliation for having reported or threatened to report harassment or for participation in the investigation of such a report.

### III. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting when:

- A. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment;
- B. Submission to, or rejection of, the conduct by the individual is used as the basis of employment decisions affecting the individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive work environment.

### IV. Filing a Complaint

An employee who believes he or she is being or has been sexually harassed or harassed because of his or her sex, race, or other protected basis should use **NCCC's Unlawful Harassment Complaint Processing Procedure** to file a complaint and have it investigated. The same applies to a WIA or WtW participant who believes he or she is being or has been harassed while participating in or because of any WIA or WtW activity.