



## **PASART Policy on Prohibition of Sexual Harassment**

WHEREAS, sexual harassment is a form of discrimination that undermines the integrity of the employment relationship and/or service delivery; and

WHEREAS, the Board of Directors of the Pennsylvania State Animal Response Team (PASART) has an obligation to assertively address sexual harassment issues in the workplace; and

WHEREAS, sexual harassment shall not be tolerated under any circumstances; and

WHEREAS, the PASART Board of Directors is committed to providing a work environment where employees, applicants for employment, or individuals receiving services from PASART shall not be subjected to sexual harassment; and

WHEREAS, to prevent sexual harassment in the workplace, all employees and volunteers must be made aware of the PASART sexual harassment policy, the steps to take when concerns arise, and our commitment to address instances of sexual harassment aggressively and equitably.

NOW, THEREFORE, the Board of Directors of PASART, by virtue of its' authority does hereby adopt PASART's sexual harassment policy as follows:

**1.** No Board Member, employee, or volunteer of PASART shall tolerate sexual harassment by anyone against any other Board Member, employee, applicant for employment, or volunteer or person receiving services from or conducting business with PASART. Sexual harassment in PASART work and volunteer settings is strictly forbidden. Further, no Board Member, employee or volunteer shall tolerate acts of sexual harassment by any other persons within either PASART work or volunteer settings. Sexual harassment is a violation of federal and state law. Therefore, all federal and state laws relating to sexual harassment and/or sex discrimination will be enforced.

**2.** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, or physical conduct of a sexual nature where:

**a.** submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or volunteer status; or

**b.** submission to or rejection of such conduct by an individual is used as a basis for employment or volunteer enrollment decisions affecting such individuals; or

**c.** such conduct has the purpose or effect of unreasonably interfering with an individual's work or volunteer performance or creating an intimidating, hostile, or offensive working or volunteer environment.

Prohibited sexual harassment may include actions by members of the opposite sex of an employee or volunteer as well as members of an employee's or volunteer's own sex. Prohibited sexual harassment may include actions which are overtly sexual or facially neutral if such actions constitute gender-based discrimination.

3. Any PASART employee or volunteer who engages in or knowingly condones sexual harassment related to PASART employment or volunteer status shall be subject to disciplinary action, up to and including removal from employment or volunteer status.

4. Retaliation in any form against an employee, applicant for employment, client, or person conducting business with or receiving services from PASART who exercises his or her right to make a good faith complaint under this policy or who cooperates in an investigation of any complaint is strictly prohibited, and will itself be cause for appropriate disciplinary action.

5. All PASART employees and volunteers will be educated in sexual harassment issues. Education may consist of written materials, formal training, educational videos, orientation sessions, workplace discussions, and/or individual counseling. All employees and volunteers will be provided with a copy of this policy and must sign an acknowledgement that they have received and reviewed the policy.

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*Please detach the bottom portion of this page and return to the CART coordinator:*

I hereby acknowledge that I have received and reviewed the PASART Policy on Prohibition of Sexual Harassment and understand the implications of this policy.

**Name (please print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_