

## SEXUAL AND WORKPLACE HARASSMENT POLICY

Sexual and Workplace Harassment Policy CHNO is committed to maintaining a positive work environment that promotes professionalism, common courtesy and mutual respect among managers, supervisors and employees at all levels of the organization. This policy has been adopted in furtherance of that commitment.

**Prohibition of Sexual Harassment** Sexual harassment is strictly prohibited by CHNO. No person employed by CHNO shall be made to submit to sexual advances or to suffer a sexually hostile, intimidating, offensive or quid-pro-quo work environment. Prohibited sexual harassment includes, but is not limited to, sexually suggestive remarks or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about a person's body, sexual and degrading words used to describe a person body and the display of sexually suggestive objects, cartoons or pictures. It is a violation of CHNO policy for a manager, supervisor or other employees to engage in such actions, to use his or her authority in making sexual advances toward team members; to take, recommend or refuse to take action because of sexual favors: or to take or fail to take action as a reprisal against any team member for rejecting sexual advances or for reporting sexual harassment. It is a violation of CHNO policy for any manager or supervisor to allow an employee to be sexually harassed by another manager, supervisor or co-worker, or by an employee of any contractor or customer of CHNO. No manager, supervisor or other employee shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect such person's job, evaluation, wages, advancement, assigned duties, hours of work, or any other condition of employment or career development.

**1.5 Prohibition of Workplace Harassment** Workplace harassment on the basis of race, color, creed, religion, national origin, age, sexual orientation or disability is strictly prohibited. Prohibited workplace harassment includes, but are not limited to, actions that are motivated by hostility towards a person's gender or that are gender-based even though such actions may not be sexual in nature. No person employed by CHNO shall be made to suffer a hostile, intimidating or offensive work environment as the result of conduct of a manager, supervisor or co-worker of CHNO that is motivated by race, color, creed, religion, national origin, age, sexual orientation, disability or gender. Prohibited acts of workplace harassment include, but are not limited to, racial, ethnic, or gender-based jokes and other similarly rude and offensive jokes or stories, racial or ethnic based slurs; and any name-calling or acts of physical violence or intimidation that are based on an employee's race, color, creed, religion, national origin, age, sexual orientation, disability or gender. It is a violation of Agency policy for any manager, supervisor or employee to engage in such conduct or for any manager, supervisor or employee in a supervisory position to allow an employee to be harassed by another manager, supervisor or co-worker, or by an employee of any contractor or customer of CHNO, on the basis of race, color, creed, religion, national origin, age, sexual orientation, disability or gender.

**Consequences of Sexual or Workplace Harassment** CHNO will take appropriate disciplinary action, up to and including termination, against any manager, supervisor or employee who engages in prohibited sexual or workplace harassment or who allows such harassment to take place in violation of this policy.

**How to Report Sexual or Workplace Harassment** Any employee who believes that he or she has been subjected to acts of sexual or workplace harassment should immediately or as soon as practical inform his/her supervisor and the Human Resources Director. Complaints of sexual or workplace harassment will be treated as confidential as possible. All complaints of sexual or workplace harassment will be investigated, examined impartially and resolved promptly by CHNO.