

Harrassment Notice

** indicates a required field*

* Harassment Policy 1. Purpose Kimber Serna LMFT, Positive Approach Counseling Center (hereinafter referred to as Company) is committed to providing an environment for our employees, volunteers and persons served by the Company ("Covered Persons") that is comfortable, safe and free from harassment of any kind. Any type of harassment is a violation of this policy and may be illegal. This includes harassment from clients or potential clients. 2. Definition Harassment can take many forms. It may be, but is not limited to, the following: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment does not have to be sexual in nature. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcome by the receiver. This includes threats, messages, texts, demands which are unethical, and slander of therapist or organization. 3. Responsibility A covered person is responsible for helping keep our work environment free of harassment, including the work environment of Company's employees with whom you have contact. If employee becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, it will be reported by Gloria Richmond, Raechelle Kenyon-Diaz, Amanda Boles, Jeremy Hutton, Meagan Sedley, Lennox Humphey, Sara Campbell, Robin Carroll, Cori Wagner, Kimber Serna LMFT, AMFT, or MFTT employees, When the Company becomes aware of harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants the company to do so. 4. Complaint Procedure Any Covered Person, who believes that he or she has suffered harassment in violation of the Harassment Policy, should take the following action: a. If you are able to do so without conflict or danger, tell the harasser as clearly as possible that the behavior is unwelcome; b. All persons to whom you report harassment will take the complaint seriously, Covered Persons who may report such harassment are Gloria Richmond, Raechelle Kenyon-Diaz, Amanda Boles, Caleb Murray, Jeremy Hutton, Haley Henderson, or other employees, of Company. Upon receiving such Complaint, Person or Department will investigate the

complaint and recommend to Kimber Serna, CEO, Owner, CEO appropriate steps, including corrective disciplinary action, that should be taken to secure and maintain an environment free of any form of harassment. Such person will report to the Company's CEO and the person filing the complaint, the action that has been taken, and if no action has been taken, the reason for no action. 5. Confidentiality The Company, including all persons to whom a violation of this Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality, to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible. 6. Retaliation The Company, or any director, officer, client or employee may not retaliate against any victim, or witness, who reports a violation of this Harassment Policy. Any person who believes that he or she has been retaliated against should consult the Organization's Whistle-Blowing Policy or a Company official. 7. Declaration I, have read, understand, and acknowledge receipt of the Harassment policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary action including termination of care, and potential legal action.

I consent to sharing information provided here.