

WORKPLACE ANTI-HARASSMENT POLICY

The Pocono Northeast Resource Conservation & Development Council (PNE) is an Equal Opportunity Employer. Our policy with respect to decisions effecting all terms and conditions of employment or service is to treat applicants, employees and volunteers without regard to race, creed, color, sex, sexual orientation, religion, national origin, ancestry, age, marital status, disability and veteran status, or any other classification protected by applicable law, except where such considerations are bona fide occupational qualifications permitted by law. PNE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment or service, including recruitment, selection, job assignment, promotion, compensation, discipline, termination, and access to benefits and training.

1. It is the policy of PNE to prohibit harassment in the workplace based on sex, race, national origin, religion, age, color, sexual orientation, physical or mental disability, and any other classification protected by applicable law.
2. Unwelcome sexual advances, requests for sexual favors and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:
 - Submission to such conduct is made a condition of employment or service; or
 - Submission or rejection of such conduct is used as a basis for employment or service decisions affecting the individual; or
 - such conduct has the purpose or effect of substantially interfering with work or service performance, or creating or maintaining an intimidating, hostile or offensive environment.
3. Sexual harassment may include a wide range of obvious and/or subtle comments and conduct. Depending on the circumstances, it may include, but is not limited to, repeated offensive or unwelcome sexual advances; subtle or overt pressure for sexual favors; sexual jokes; verbal comments or innuendo of a sexual nature; propositions or advances; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or other physical touching; suggestive, insulting or obscene comments or gestures; display of sexually suggestive objects or pictures.
4. Sexual harassment may include harassment between individuals of the same gender.
5. Harassment based on sex, race, national origin, religion, age, color, physical or mental disability, and other legally protected classifications exists in instances such as when:
 - Negative statements, jokes, insults and/or offensive pictures or drawings are directed to an employee or volunteer because of his or her sex, race, national origin, religion, age, color, physical or mental disability, or other legally protected classifications.

6. This policy applies to all employees and volunteers, and to conduct engaged in by fellow employees, volunteers, supervisors, and outside vendors, suppliers, customers and others not directly connected to PNE. This policy prohibits employees, volunteers, supervisors, and outside vendors, suppliers, customers and others not directly connected to PNE from harassing PNE employees or volunteers in violation of this policy.
7. PNE encourages the prompt reporting of all perceived incidents of harassment, regardless of who the alleged offender may be.
8. If you are a witness to, or believe that you have experienced harassment based on your sex, race, national origin, religion, age, color, physical or mental disability, or other legally protected classification, then you should immediately notify the PNE Executive Director.
9. All reports of harassment will be investigated promptly and thoroughly by a person(s) who is/are not involved in the harassment. To the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the entire investigation to protect the privacy of the individuals involved.
10. An employee or volunteer will not be subject to retaliation, intimidation, or discipline as a result of making a complaint of harassment or providing information in connection with another's complaint.
11. If PNE's investigation confirms that harassment or other improper behavior has occurred, PNE will take swift, appropriate action. Such action may include, for example, training, referral to counseling, or disciplinary action, such as warnings, reprimands, reassignment, suspension or discharge.
12. The individual who brought the complaint will be informed of the results of PNE's investigation.

**ACKNOWLEDGMENT OF RECEIPT AND
REVIEW OF ANTI-HARASSMENT POLICY**

I, _____ [print name], have received the Pocono Northeast Resource Conservation & Development Council's Workplace Anti-Harassment Policy. I have reviewed it and am familiar with the standards of behavior that are expected of me and of the procedures for filing a complaint should I feel that my right to be free of harassment and/or discrimination has been violated.

Date

Employee Signature