



SEXUAL HARASSMENT POLICY

It is the policy of Black Hills Farmers Market that all employees, board members, and members/vendors are responsible for ensuring that the workplace is free from sexual harassment. Because of Black Hills Farmers Market's strong disapproval of offensive or inappropriate sexual behavior at work, all employees and members/vendors must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment or vendor participation; (2) submission to or rejection of the harassment is used as the basis for employment or vendor participation decisions affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For sexual misconduct, the employee/vendor must immediately bring the matter to the attention of the market manager or an officer of the BHFMM Board of Directors in writing. Complaints will be considered confidential and handled accordingly. If the market manager or Board officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. Black Hills Farmers Market prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

The Board of Directors and management will meet within 7 days to discuss, begin to investigate, and consider disciplinary action pertaining to the complaint. A response and action will be taken within another 7 days. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be immediately suspended. During such suspension, an investigation will be conducted by Black Hills Farmers Market. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination of employment or removal from market participation. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

If a complainant is dissatisfied with management's response to his/her complaint, an appeal may be submitted to the market manager and Board of Directors. Or he/she may contact the South Dakota Department of Labor and Regulation, Division of Human Rights at 605.773.3681.

Signature_____ Date_____

Printed Name_____