

LMA SEXUAL HARASSMENT POLICY

1. As an equal employment opportunity employer, LMA prohibit all types of employment discrimination, including sexual, racial, and ethnic harassment. It is the Agency's policy to maintain a work environment free of harassment of any type. This includes, but is not necessarily limited to, verbal, physical, and visual harassment. Any employee or member of management who engages in such discriminatory conduct is subject to disciplinary action up to and including termination.
2. Sexual harassment infringes on employees' rights to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee -- male or female -- should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. The Agency will not tolerate offensive, intimidating, or hostile conduct that interferes with an employee's work performance or creates a hostile working environment. Such conduct that is prohibited includes repeated offenses of sexual flirtations, advances, or propositions; continued or repeated verbal abuse of a sexual nature; explicit or degrading verbal comments about another individual or his or her appearance; offensive comments regarding sexual or private matters; the display of sexually suggestive pictures, objects or offensive jokes; or any other offensive or abusive physical or verbal conduct.
3. Other impermissible conduct includes the taking of any personnel action on the basis of an employee's submission to or refusal of sexual overtures. No employee should imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition or benefit of employment.
4. As a general rule, the agency will not tolerate any offensive, intimidating or hostile conduct that may interfere with the performance of an employee's job or endanger the safety and well-being of anyone while on the Agency's premises. Employees must use mature judgement and maintain the highest standards of performance and personal conduct at all times.
5. Some examples of prohibited conduct are set forth below:

Verbal – sexual compliments; unwelcome sexual flirtations; advances or propositions; demands for sexual favors; personal inquiries regarding one's sexual activities or sexual preferences; graphic comments about an individual's body; including but not limited to telephone calls; texts; emails; social media communications; pressure for dates or sexual contact; jokes with a harsh sexual message; sexually degrading words used to describe an individual.

Non-Verbal – leering (lustful gazing); sending or receiving sexual notes; displaying sexually suggestive objects (example: nude or semi-nude pin-up calendars); sexually suggestive gestures in the workplace.

Physical – "blocking" physical behavior (for instance, pinning person against a wall or at a desk, blocking his/her passage, forcing him/her duck under an arm or squeeze past); unsolicited touches, brushes, rubs, pinches, hugging, kissing, grabbing, or actual sexual assault.

6. Other examples of prohibited conduct are set forth below:
 - a. Verbal abuse, jokes, comments, nicknames or slurs that in any way relate to an individual's race, color, sex, age, religion, national origin or disability;
 - b. Joking or "kidding" that is considered unacceptable or offensive to another person;
 - c. Threatening or profane language towards others;
 - d. Fighting, assaulting or injuring another person;
 - e. Pranks, practical jokes or other disorderly conduct;
 - f. Creating a working environment that is intimidating, hostile or offensive or adversely affects an employee's work performance because of unwelcome or unwanted conversations, suggestions, comments, slurs, requests, demands, jokes, physical contacts or attentions.
7. Any questions regarding this policy should be addressed to the Executive Director. Any employee who believes that he or she has been the victim of any type of harassment or who has any knowledge of that kind of behavior is urged to report such conduct immediately to the Executive Director and/or the Chair of the Board of Commissioners. Every reasonable attempt will be made to protect confidentiality. Complaints will be promptly investigated and appropriate corrective action, disciplinary or otherwise will be taken as warranted.
8. The Agency will not tolerate any type of retaliation, direct or indirect, against any employee or other person who, in good faith, complains about or witnesses prohibited harassment.
9. This policy applies to all employees, supervisors, managers, vendors, and all other individuals doing business with the Agency.
10. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with employee work effectiveness.
11. Employees must attend mandatory training regarding prohibited harassment annually. Failure to comply with instructions to attend such mandatory training will be cause for disciplinary action up to and including termination of employment.