

1-9 Sexual Harassment

It is A Safe Haven Foundation's policy to prohibit harassment of any employee by any supervisor, employee, customer or vendor on the basis of sex or gender. Employees are entitled to a workplace free of harassment or discrimination. The purpose of this policy is not to regulate personal morality within the Organization. It is to ensure that all employees at the Organization are free from sexual harassment, which has been determined to be a form of discrimination under Title VII of the Civil Rights Act of 1964. The Illinois Human Rights Act (775 ILCS 5/1-102) defines sexual harassment as follows:

Any unwelcome sexual advances, requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment is illegal and shall not be tolerated.

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about one's own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If an employee feels that he or she has been subjected to conduct which violates this policy, he or she should immediately report the matter to the Human Resources Department. If unable for any reason to contact the Human Resources Department, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact Tandem HR, Legal Counsel or a Member of Management. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed.

In addition, the Organization will not allow any form of retaliation against individuals who report the unwelcome conduct to management or who cooperate in the investigation of such reports in accordance with this policy. If an employee feels that he or she has been subjected to any such retaliation, the employee should report it in the same manner in which a claim of perceived harassment would be reported under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action up to and including termination. All employees must cooperate with all investigations.

Employees may also file a complaint directly with the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC). A complaint must be filed with IDHR within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with EEOC must be filed within 300 days of the alleged incident(s). Additionally, an appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation. Further, an employee who believes they have been retaliated against after filing a complaint with IDHR or EEOC may file a retaliation charge within 180 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

Administrative Contacts:

Illinois Department of Human Rights

Chicago: 312-814-6200 or 800-662-3942

Chicago TTY: 866-740-3953

Springfield: 217-785-5100

Springfield TTY: 866-740-3953

Marion: 618-993-7463

Marion TTY: 866-740-3953

Illinois Human Rights Commission

Chicago: 312-814-6269

Chicago TTY: 312-814-4760

Springfield: 217-785-4350

Springfield TTY: 217-557-1500

Equal Employment Opportunity Commission

Chicago: 800-669-4000

Chicago TTY: 800-869-8001

A report of sexual harassment or retaliation is a serious matter. Therefore, any false or frivolous complaint (a complaint not made in good faith where the individual making the complaint has made a false statement for another purpose) will be subject to potential disciplinary action, up to and including termination.

The Harassment Awareness Acknowledgment form is attached as Appendix B.