

GWA has adopted a policy of “zero-tolerance” with respect to unlawful employee harassment.

### **Sexual Harassment**

It is a violation of GWA’s policy and of federal and state law to subject any employee, male or female, to sexual harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

### **Other Harassment and Discrimination**

GWA also strives to provide a work environment that is free of discrimination and physical or verbal harassment regarding race, gender, color, pregnancy, childbirth or pregnancy-related conditions, national origin, religion, age, disability, sexual orientation, gender identity, and/or veteran status. Such harassment and discrimination will not be tolerated.

### **Complaints of Harassment or Discrimination**

Any employee who experiences unlawful harassment or discrimination, and any employee who witnesses discrimination or harassment of another employee should immediately report the incident to the Executive Director or Human Resource/Title 9 Coordinator, unless the complaint involves the Executive Director, in which case employees should report the matter directly to the Board President. Complaints of discrimination or harassment should be submitted in writing, and will be handled in as discreet and confidential a manner as is possible under the circumstances. A complaint for harassment, discrimination, or retaliation that occurs off duty may also be filed if it results in a hostile work environment, effects a term or condition of employment, and/or an inability for an employee to perform his or her duties. If it is determined that unlawful harassment, discrimination, or retaliation has occurred, GWA will take action, up to and including termination of the offender. Retaliation against an individual who has lawfully reported harassment or discrimination is strictly prohibited. Any act of retaliation should also be reported to the above stated individuals and will be investigated according to the procedures for reporting and investigating harassment complaints. Unlawful retaliation toward the complainant, witnesses, or others involved in the investigation will subject the perpetrator to corrective or disciplinary action, up to and including discharge. False or fraudulent reporting will be taken seriously and may result in termination.