



POLICY

SUBJECT: Harassment

POLICY:

It is the policy of Delaware County Electric Cooperative, Inc. to provide a work environment free from any type of harassment. Delaware County Electric Cooperative, Inc. will not tolerate verbal or physical conduct by any employee which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. All forms of harassment are illegal and therefore strictly prohibited. These may include harassment of a sexual, racial, ethnic, age, physical limitation or religious nature.

Each manager has a responsibility to maintain the workplace free of any form of harassment and to report any alleged violation of this policy immediately to Human Resources or the CEO/General Manager.

DEFINITIONS OF HARASSMENT:

(Various laws define many forms of harassment; some examples included, but are not limited to :)

- A) Verbal: Derogatory comments, threatening remarks, use of patronizing terms or remarks, verbal abuse, racial or ethnic slurs, even in the form of humor. Name-calling, belittling, sexual or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually oriented noises or remarks, questions about a persons sexual practices, graphic verbal commentaries about the body.
- B) Physical: Assault, stopping or blocking movement or any physical interference with normal work or movement when directed at an individual. Touching, pushing, pinching, patting, grabbing, brushing against, or poking another employee's body. Requiring, requesting, or suggesting that an employee wear sexually suggestive clothing.
- C) Visual: Threatening gestures, derogatory posters, cartoons, or drawings. Displaying derogatory or sexual pictures, writing or objects, obscene letters or invitations, staring at an employee's anatomy, unwanted eye contact, sexually-oriented gestures, unwanted letters or notes.



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- D) Sexual: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct is directed toward an individual because of that individual's gender and: 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 unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. Note that the Cooperative has a specific policy regarding Sexual Harassment, which can be found on the Cooperative's website.
- E) Sexual harassment also occurs when any conditions of employment are granted because of an individual's submission to a supervisor's sexual advances or requests for sexual favors. Influencing, recommending, or approving such employment decision by a department head or the general manager may constitute harassment against other persons who are qualified for but denied that employment opportunity or benefit

PROCEDURE:

The harasser may be the victim's immediate supervisor, the general manager, a department head, a Board member, a coworker, an employee, a vendor doing business with the cooperative, a non-employee or a consumer/member.

Any employee who believes that the actions or words of a supervisor, fellow employee, member, or other person who has business with Delaware County Electric Cooperative, Inc. constitute harassment has a responsibility and is encouraged to report the incident as soon as possible to his or her supervisor or to Human Resources or the CEO/General Manager. Delaware County Electric Cooperative, Inc. encourages employees to do this so that all complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible by Human Resources/Management staff and other individuals with a need to know. Circumstances may arise in which a limited number of other persons may have to be informed. Cooperative legal counsel will be consulted and all parties involved will be expected to cooperate fully with said counsel.

The employee who brings a good faith complaint will not be retaliated against, even if the complaint is not sustained.

The accused individual will be informed of the complaint in a timely manner and given the opportunity to tell his/her side.

Delaware County Electric Cooperative, Inc. may take interim measures pending full investigation and resolution of complaints. These interim measures may include separating parties to the complaint or suspension of the accused.

Any employee who is found, after appropriate investigation, to have engaged in harassment of another employee will be subject to appropriate disciplinary action, up to and including immediate termination.



RESPONSIBILITY:

- A) Employees are responsible for maintaining an awareness of potential harassment situations and bringing them to the attention of management personnel as soon as possible.
- B) All supervisors are responsible for communicating and administering this policy.
- C) The General Manager/CEO shall be responsible for the overall administration of this policy.
- D) Board Members are responsible for disciplinary or any other action necessary to assure compliance by the CEO/General Manager.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Reviewed/adopted by the Board of Directors Nov 24, 2015



**EMPLOYEE'S ACKNOWLEDGEMENT
HARASSMENT POLICY**

I acknowledge that I have received a copy of our Harassment Policy, and that I will abide by the policy. I further acknowledge that my failure to abide by this policy may result in disciplinary action, up to and including discharge, depending upon the circumstances involved.

I understand Delaware County Electric Cooperative, Inc. does not tolerate any form of harassment and has established this policy and its reporting procedure as methods of preventing harassment and resolving any problems that may occur. I understand it is my responsibility to discuss any problems I have encountered, whether past, present or future, with my supervisor, a human resources representative, or some other member of management, as provided by the reporting procedure.

Name: _____

Title: _____

Location: _____

Employee's Signature: _____

Date: _____



HARRASSMENT REPORT

Name of complainant	
Date of Report	
Date of Incident(s)	
Name or description of person who engaged in harassment:	
What happened?	
Names of witnesses:	
Copy Received by	
Signature of Official Receiving	