

Mercer County Opportunity Industries Inc.
Community Rehabilitation Program

Sexual Harassment Policy

It is MCOI's Community Rehabilitation Program Policy that all participants have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment, MCOI prohibits sexual harassment in any form.

Such conduct may result in disciplinary action up to and including dismissal. Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any participant's submission to or rejection of sexual advances will in any way influence any personnel decision regarding that participant's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Other sexually harassing conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel is also prohibited. This includes repeated offensive sexual flirtation, advances, propositions, graphic/verbal commentary about an individual's body, sexually degrading words to describe an individual, offensive comments, jokes, innuendoes, and other sexually oriented statements, and display, in the workplace, of sexually suggestive objects or pictures. MCOI's Community Rehabilitation Program staff is expected to conduct themselves in a professional and impartial manner at all times when conducting Community Rehabilitation Program Business.

Clients who have complaints of sexual harassment should report such conduct to the appropriate management personnel immediately. If this is not appropriate, they should seek the assistance of their Equal Opportunity Officer. Where an investigation confirms allegations, appropriate corrective actions will be taken. There will be no retaliation against participants for reporting sexual harassment or assisting the company in the investigation of a complaint. I hereby certify that I have received and am aware of the Sexual Harassment Policy. I further understand that no adverse action can be taken against me for filing a complaint.

Signature of Client

Date

Signature of Staff

Date