**HARASSMENT POLICY:**

**Purpose**

The purpose of this policy is to make clear that ROVERS will not tolerate in the workplace sexual harassment or harassment due to race, color, gender, religion, national origin, citizenship, age, disability, protected activity, sexual orientation or veteran status. Any employee who believes he or she has been the subject of harassment is strongly encouraged to discuss and report such conduct to the Director or Board Member.

**Definition of Sexual Harassment and Hostile Work Environment**

Registrar of Voters Employees’ Retirement System will not tolerate unwelcome sexual advances, requests for sexual favors, and other verbal physical, or inappropriate conduct of a sexual nature that constitutes sexual harassment when the conduct explicitly or implicitly affects an individual's employment or the holding of office, unreasonably interferes with an individual's work performance, or creates an intimidating hostile, or offensive work environment.

**Examples of Inappropriate Behaviors**

1. Racial or ethnic jokes, slurs, epithets, cartoons, or graffiti
2. Sexually graphic comments, epithets, pictures, cartoons, gestures, or graffiti
3. Taunting on the basis of actual or perceived sexual orientation
4. Repeated use of demeaning or degrading comments based on individual characteristics
5. Repeated use of profanity or intimidating behaviors like yelling or throwing objects
6. Threats of harm, violence, or assault
7. Unwanted sexual flirtations or unwelcome, unnecessary touching
8. Requesting sexual favors in return for a tangible employment action

**Reporting of Harassment Complaints**

Whenever an employee has reason to believe that he or she has been subjected to a discriminating work environment because of sexual advances or harassment, the employee should promptly report such incidents to the Director or to a Board Member. No retaliation in any form will be tolerated toward an employee for: reporting in good faith such an incident, or testifying or participating in any way in an investigation or other proceeding involving such an incident.

**Investigation**

Upon notice of any reported incident of alleged harassment, the Director or Board Member will immediately conduct a full investigation of the matter. The investigation will include an opportunity for the accused employee to be heard. Confidentiality will be maintained to the greatest degree possible.

**Corrective Measures**

Upon completion of the investigation, the Director or Board Member will prepare a full report to the Board of Trustees. Corrective action will be taken following the report to the Board. This may include but not be limited to: reprimand, suspension, and dismissal.

Appropriate action will also be taken in the event the accusation is intentionally false or malicious in intent.

**Effective Date and Amendment**

**August 16, 2022**