

SEXUAL HARASSMENT POLICY

IT IS THE POLICY OF THE LOYAL ORDER OF MOOSE that sexual harassment of employees in the work place is unacceptable and will not be tolerated.

Sexual harassment is defined as "**unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature.**" This includes, but is not limited to: repeated offensive or unwelcome sexual flirtations, advances or propositions; continual or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; the display in the work place of sexually suggestive objects or pictures; and physical contact such as patting, pinching, or brushing against another person's body.

CONDUCT OF THIS TYPE IS IMPROPER IF:

- Submission to the conduct is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person(s) involved; or
- The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All management and non-management employees, as well as members, *of (Insert Lodge Name & No.)* should avoid any behavior or conduct toward any employee which could be interpreted as sexual harassment.

Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of sexual harassment. Such action may include discipline up to and including termination of the offending employee(s) and/or suspension of the membership of the offending member. In addition, because false accusations regarding sexual harassment can have serious effects on the person(s) accused, any false accusation will likewise result in disciplinary action up to and including termination.

Employers are responsible for providing a workplace free of sexual harassment and may be held liable by the EEOC or a court for sexual harassment that occurs in the workplace.

Any employee of *(Insert Lodge Name & No.)* who feels that she/he has been the victim of sexual harassment should notify a member of the House Committee. The complaint will immediately be investigated in a confidential manner to determine whether it is justified. If the complaint is found to be invalid, all involved parties will be so notified. If the complaint is found to have merit, corrective action, as described above, will be taken.