



## **SEXUAL HARASSMENT POLICY**

### **BOARD OF DIRECTORS POLICY AND PROCEDURE No. BOD 042**

It is the policy of the Connecticut Resources Recovery Authority (CRRA) to maintain a working environment free of all forms of sexual harassment and intimidation. Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment in any form is a serious violation of this policy and will not be condoned by CRRA.

Examples of sexual harassment include, but are not limited to, the following activities: sexual advances; unwelcome sexual jokes; propositions; verbal abuse of a sexual nature; commentary about an individual's body, sexual ability or sexual deficiencies; touching, pinching or assault; obscene comments or gestures; or displays in the workplace of sexually suggestive objects or pictures.

Any employee who believes that he/she has been subjected to sexual harassment or intimidation while at work by any person, whether an employee or not, should immediately contact either CRRA's Human Resources Manager (currently, Chris Hyfield) at (860) 757-7781 or CRRA's Managing Director of Legal Services (currently, Laurie Hunt) at (860) 757-7788. All that is necessary is to make this contact and describe the nature of the complaint or concern.

All complaints of sexual harassment will be promptly investigated and an appropriate remedial action will be taken, if warranted. CRRA is committed to maintaining the confidentiality of any employee making a complaint of sexual harassment to the fullest extent possible. However, in some circumstances appropriate remedial action may require limited disclosure.

There will be no retaliation of any type against an employee who makes an honest complaint of sexual harassment.

An employee who engages in sexual harassment in any form will be subject to any and all appropriate disciplinary action, up to and including discharge.

Approved by: Board of Directors

P&P Number: BOD 042

Effective Date: July 18, 2002

Updated (for names of individuals): August 30, 2004