PROCEDURE ON HANDLING HARASSMENT COMPLAINTS

COMPLAINT PROCEDURES:

Any employee who believes he or she has been the subject of any harassment should report the incident immediately to their supervisor. The report should be made within three (3) days of the occurrence. The employee’s supervisor shall then immediately notify the next level supervisor and/or Director about the complaint.

STEPS FOR FILING A COMPLAINT:

**Step 1:** The employee shall register his/her complaint initially with his or her immediate supervisor. The immediate supervisor will investigate the complaint and prepare a written report of the investigation. The supervisor will give the employee a written response to the complaint within three (3) working days. A copy of the report will be given to the Director.

**Step 2:** Where the immediate supervisor was: (1) a participant in the prohibited activity; (2) condoned the activity; (3) failed to respond in writing within three days without good cause; or (4) the response is unsatisfactory, the employee may at his or her own choosing by-pass the immediate supervisor and submit a written complaint directly to the Director or other such person designated by the employer to handle the complaint (see attached form).

In those situations where a violation has been shown to have occurred, immediate action will be taken to remedy the situation. Further steps will be taken to discourage or prevent future reoccurrences.

All complaints and actions taken to resolve such complaints will be treated confidentially.

NON-RETAILIATION:

The Non harassment Policy not only strictly prohibits harassment but also prohibits any act of retaliation against an employee who, in good faith, has filed a complaint pursuant to this policy. Any supervisor, agent or employee of the employer who is found to have taken actions determined to be retaliatory in nature against a complainant shall be subjected to immediate discipline up to and including immediate discharge. Any person who believes they were retaliated against for exercising his or her rights under this policy should immediately file a complaint.

CONCLUSION:

It is expected that all employees will fully cooperate and give their support to the policies and practices set forth above. Violations of this policy will not be permitted. Any employee or supervisor who violates this policy will be subject to discipline up to and including discharge.
Thank you for bringing your concern to our attention. We will try to promptly resolve your complaint. Feel free to keep in touch during the investigation process. Discussing your concern with your supervisor initially often results in a successful resolution. However, where you believe that your supervisor has engaged in and/or condoned activities that constitute harassment, you are not required to discuss this matter with your supervisor.

Have you held a discussion with your immediate supervisor? **YES** Date ________________ **NO**

If there was no such meeting, what was your reason for **NOT** bringing it to your supervisor’s attention?

________________________________________________________________________________________

If you did discuss this matter with your supervisor, please state your supervisor’s response to the complaint:

________________________________________________________________________________________

**COMPLAINT**

I. Please state the facts, events and circumstances that initiated filing this complaint. Please give a complete description of the event(s) and statements made. Within this statement, please give the names of the persons engaging in the alleged harassment, the dates they occurred, witnesses to the alleged harassment and your response (attach additional sheets if necessary).

II. Please state action or change(s) you are seeking in order to resolve this complaint (attach additional sheets if necessary).

Employee Signature

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Date Closed ________________

Disposition