

CAL POLY POMONA FOUNDATION, INC.

POLICIES AND PROCEDURES

Subject:	Policy Against Harassment	Policy No.	211
		Old No.	1981-2
Reference:	151-II-B, 303-II-B	Date:	12/10/81
		Revision:	06/19/01

PURPOSE:

- A. This policy is established to comply with State and Federal laws relating to harassment in employment and to provide internal procedures by which allegations of prohibited harassment may be filed, investigated in a timely manner, and adjudicated fairly.

POLICY:

- A. The Foundation is committed to providing a work environment that is free of discrimination. In accordance with this commitment, the Foundation maintains a strict policy prohibiting harassment including sexual harassment. This policy applies to all employees and applicants for employment. It is intended to prohibit harassment in any form including verbal, physical and visual harassment.
- B. Sexual harassment includes, but is not limited to making unwanted sexual advances and/or requests for sexual favors where either:
1. Submission to such conduct is made an explicit or implicit term or condition of employment;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
 3. Such conduct has the purpose of effect or substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- C. Employees who violate this policy are subject to disciplinary action, including dismissal and may be personally liable to the offended party under tort law.
- D. The Foundation takes harassment seriously and will take appropriate steps to eliminate. An individual who falsely accuses another individual of harassment should be aware that he/she may be personally liable under tort law for such allegations.

PROCEDURES

A. General

Any employee or applicant for employment who believes that he/she has been harassed by a co-worker, supervisor, or other agent including any person doing business with or for the Foundation, should promptly report the facts of the incident or incidents and the name of the offending party to his/her supervisor, or in the alternative to the Human Resources Director, who will seek an informal resolution of the complaint. Employee or applicants also have the right to file a complaint with the Department of Fair Employment and Housing (DFEH). No employee shall be discriminated or retaliated against in any way by the Foundation for using these procedures.

Managers and supervisors should immediately report any incidents or harassment to the Human Resources Director. The Human Resources Director will investigate all such claims and recommend necessary action, including discipline of the offending individual if a claim is substantiated, to the appropriate department head and the Executive Director.