

**THE LITCHFIELD COMMUNITY CENTER, INC.**

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***Anti- Sexual Harassment Policy***

The Litchfield Community Center, Inc. is committed to maintaining a work environment that is free of harassment of any kind, including sexual harassment. Sexual harassment is defined as unwelcome or unwanted sexual conduct; requests for sexual favors; and verbal, nonverbal, or physical conduct of a sexual nature that adversely affects the employee's employment terms or conditions or creates an intimidating, hostile, or offensive work environment. Such conduct is strictly prohibited and will not be tolerated.

The Litchfield Community Center, Inc. encourages the reporting of all perceived incidents of sexual harassment either through an informal or formal procedural mechanism. Anyone who retaliates against an employee who reports harassment will be subject to disciplinary action.

To resolve a complaint of sexual harassment informally, an employee should either notify the offender that his or her behavior is unwelcome or, if you are uncomfortable discussing it with the offender, the employee can notify the Executive Director or a member of the Board of Directors if the alleged harasser is the Executive Director .

To initiate the formal procedure of investigating the complaint, the Executive Director or a member of the Board of Director should be notified. To the extent possible, the complaints, interviews with colleagues, and any documents discovered or generated during the investigative process, will remain confidential. The results of the investigation will be reported to the Executive Director or the President of the Board of Directors, who will determine a course of action. The response can include various kinds of disciplinary action, up to termination.

If the alleged harasser is the Executive Director, a committee of the Board will be established to investigate the complaint and determine a course of action. The Committee will be charged with initiating and conducting the investigation within a reasonable period of time.

The Litchfield Community Center, Inc. will conduct follow-up interviews to determine that the appropriate steps were taken and the issues were resolved. The person who made the complaint will be informed of the results of the investigation, and what, if any, action was taken against the alleged harasser.

The Litchfield Community Center, Inc. also encourages all individuals to report sexual harassment involving Litchfield Community Center, Inc. employees and third parties conducting business with the Litchfield Community Center, Inc. employees and directors. Such complaints will be investigated by the Executive Director or Board of Directors designee(s) to the extent practicable and determine what, if any, action to take.

May 2004