



SEXUAL HARASSMENT AND ASSAULT

I. PURPOSE

The purpose of Bridges Oregon’s Sexual Harassment and Assault Policy is to inform directors, volunteers, agents, consultants, applicants, employees, and participants (“Covered Individuals”) as to Bridges Oregon’s expectation and desire to create and maintain an environment free from all forms of sexual harassment and unwelcome sexual conduct, and to encourage directors, volunteers, agents, consultants, applicants, and employees to come forward with credible information on potential violations of this policy.

II. POLICY

Covered Individuals should be able to work or otherwise participate in Bridges Oregon’s environment free from all forms of sexual harassment and unwelcome sexual conduct. Bridges Oregon will not tolerate harassment and/or unwelcome sexual conduct of any individual because of that person’s actual or perceived sex, gender or gender identity, race, religion, creed, color, age, national origin, ancestry, marital status, veteran status, disability, sexual orientation or any other status protected under applicable federal, state, or local law.

Sexual harassment and/or sexual assault are forms of misconduct which undermine the integrity of relationships between Bridges Oregon and its Covered Individuals. No Covered Individual should be subject to unsolicited and unwelcome comments or conduct, whether it is oral, written, visual or physical in nature.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcomed and which is personally offensive interfering with the effectiveness of an individual’s participation or creating uneasiness. Such conduct is specifically prohibited. This includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or jokes of a sexual nature.

“Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

No individual should imply to any Covered Individual that lack of cooperation of a sexual nature would in some way negatively affect that individual’s employment, contractual



relationship, volunteer assignment, compensation, advancement, career development or reputation.

III. COMPLAINT REPORTING PROCEDURES

1. Any Covered Individual who believes that he/she has been subjected to sexual harassment or intimidation or assault or who has witnessed such conduct should document any incidents involving prohibited conduct and bring this to the immediate attention of the ED. If the complaint is against the ED, it should be directed to the Board. Complaints may be directed to the ED at chad@bridgesoregon.org or to the President of the Board.
2. The ED and/or the Board (as appropriate) will promptly investigate all complaints of discrimination and/or harassment to the extent possible based on the information available. While the complaint and any information gathered in an investigation will be handled with the strictest, the investigation may require disclosure of the identity of those connected to the complaint or of information which could lead to the identification of persons connected to the complaint. To protect persons who complain of or witness harassment and/or assault from reprisals, the ED and/or the Board (as appropriate) will impose immediate and appropriate discipline on any Covered Individual who retaliates against another for submitting a complaint or providing information during the investigation of a complaint.
3. A complaint alleging an unlawful employment practice as described above must be filed no later than five years after the occurrence of the alleged unlawful employment practice.
4. An employer may not require or coerce an employee to enter into a nondisclosure or non-disparagement agreement, or an agreement that requires the employee to maintain confidentiality with respect to complaints of discrimination or sexual harassment or assault. An aggrieved employee may, however, voluntarily request to enter into such an agreement. If an aggrieved employee does wish to voluntarily enter such an agreement, that employee will have seven days to revoke the agreement.
5. The ED will take corrective action when an employee, volunteer, agent, or consultant, is determined to have violated this policy. The Board shall take corrective action when a director, officer (including the ED) or committee member is determined to have violated this policy. Depending on the nature and severity of the violation, violation of this Policy by an employee of Bridges Oregon may result in disciplinary action, up to and including termination of employment. Violations by directors, committee members or volunteers, may lead to dismissal from the board, committee, or other volunteer placement. Violations by agents or



consultants may lead to the termination of engagement with Bridges Oregon. Bridges Oregon reserves the right to take legal action against Covered Individuals who engage in prohibited or unlawful conduct with regard to this Policy.

6. All employees have the right to contact the Civil Rights Division, Oregon Bureau of Labor and Industries and/or the Equal Employment Opportunity Commission with any complaint of unlawful harassment and/or assault. Employees may obtain information from the ED.
7. All non-employees participating in have the right to contact the Office for Civil Rights (OCR) by telephone at (800) 368-1019 or TDD: (800) 537-7697, and by email at ocrmail@hhs.gov with any complaint of unlawful discrimination and/or harassment.

IV. TRAINING

Bridges Oregon will conduct seminars on the harassment and discrimination policies and reporting and enforcement procedures, reminding Covered Individuals of what constitutes discrimination and harassment, as well as what happens if there is a violation of Bridges Oregon's policies. At such seminars, Bridges Oregon will distribute these policies and encourage reporting of incidents involving discrimination or harassment, and answer any questions posed by Covered Individuals regarding discrimination, harassment, and Bridges' Oregon's relevant policies and procedures.