

Subject: Harassment
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POLICY

Kaw Nation is committed to providing a work environment that is free of harassment. Any employee who commits any of the following acts may be disciplined in any manner deemed appropriate by Kaw Nation up to and including termination.

Harassment includes but is not limited to:

- Verbal or physical conduct which is insulting or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability
- Conduct with the purpose or effect of creating an intimidating, hostile, or offensive working environment
- Conduct which unreasonably interferes with or adversely affects an individual's work performance and employment opportunities.

Unwelcome Behavior includes but is not limited to:

- Unwanted or unwelcome verbal or written comments or behaviors that have overtones related to an individual's race, color, religion, gender, national origin, age, or disability.
- Slurs, negative stereotypes, threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, or disability.
- Verbal or written comments which a reasonable person would regard as offensive
- Displays placed on walls, bulletin boards, or elsewhere on the employer's premises or circulated in the workplace.

Kaw Nation strictly prohibits any form of sexual harassment in the workplace.

Kaw Nation defines sexual harassment as:

- Unwelcome sexual advances
- Requests for sexual favors where submission to such conduct is made either explicitly or implicitly as a condition of an individual's employment opportunities
- When submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual and
- When such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a wide variety of behaviors and occurs on various levels, including but not limited to the following:

- Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in any unwelcome sexual relationship
- Verbal harassment or abuse of a sexual nature including hints of a desire for sexual relations or jokes/remarks of a sexual nature to or in front of a person who finds them offensive
- Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activity
- Displaying, forwarding or posting offensive, sexually suggestive pictures, jokes, materials, or e-mails

PROCEDURES

- An employee who feels there has been a violation of this policy must bring the alleged violation to the attention of their supervisor, Human Resources, or the Chair. The Chair will assign a person to investigate all allegations, provide necessary follow-ups, and maintain a confidential file of the results.
- It is the responsibility of each employee to review and be cognizant of their attitudes and actions towards co-workers. This will help to ensure what might be intended to be a harmless joke, comment, or touch is not interpreted by another employee as a form of harassment.
- Supervisors who are made aware of violations of this policy must report such conduct immediately to Human Resources and the Chair. Under no circumstances is a supervisor to initiate any investigative steps on his/her own. Failure to report harassment may result in disciplinary action.
- The Kaw Nation will not tolerate any retaliation against any employee who has made a "good faith" complaint of harassment. All claims will be thoroughly investigated and kept confidential to the extent possible. Any form of retaliation will be investigated, and if substantiated, will result in immediate termination of employment.