

Sexual Harassment Awareness Summary

Examples of behaviors that can contribute to a Hostile Environment and are not permitted in the workplace:

- Any physical touching
- Any requests or demands for sex or sexual favors
- Any sexual joking or innuendo
- Continual use of profanity and/or vulgarity
- Posting any sexually oriented pictures or stories
- Logging onto sexual web sites
- Sending or forwarding any offensive emails
- Talking about anyone's body parts, sexual abilities or sexual orientation
- Leering or staring inappropriately
- Talking about your own body parts, sexual abilities or sexual orientation
- Complimenting someone on their looks, even if it is meant to be complimentary

Remember, if you think it might be offensive, don't do it or say it.

Your individual responsibilities include:

- Knowing the Policy
- Setting a good personal example
- Understanding that unacceptable behavior is always wrong
- Reporting any incident appropriately
- Understanding that retaliation of any kind is strictly prohibited

The Sexual Harassment Representatives of Seven Hills Charter Public School are:

Supervisor, Business Manager, and/or Principal

Any questions with regard to the Sexual Harassment Policy of the Company should be addressed to either of these representatives or to your Customer Service Representative at HRKnowledge/AdminService at 508-339-1300