

**BENCO  
Personnel Manual**

**PROHIBITION OF HARASSMENT, SEXUAL HARASSMENT AND DISCRIMINATION**

It is the policy of Benco that all employees work in a setting free from sexual harassment, unlawful discrimination, including harassment on the basis of race, color, religion, gender, national origin, age, disability, or sexual preference.

**HARASSMENT**

Harassment is verbal or physical conduct that is demeaning or shows hostility or aversion toward an individual because of their race, color, religion, gender, national origin, age, disability, or sexual preference or that of their relatives, friends, or associates, and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonable interfering with an employee's work performance; or (3) otherwise adversely affects an employee's employment opportunities.

Harassing conduct includes, but is not limited to the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability or sexual preference and (2) written or graphic material that denigrate or shows hostility or aversion toward an employee or group because of race, color, religion, gender, national origin, age, disability or sexual preference that is placed on walls or bulletin boards, or elsewhere on the employer's premises, or circulated in the workplace.

**SEXUAL HARASSMENT**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an employee's employment, (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee, or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

## HARASSMENT/SEXUAL HARASSMENT

Benco's policy not only prohibits but endeavors to prevent harassment and/or sexual harassment. An employee who feels that a violation of this policy has occurred should immediately report the matter to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact their supervisor, the employee should contact a Residential Director and Personnel Director and/ or Executive Director.

Benco will investigate complaints of harassment and/ or sexual harassment. Remedial action taken will include action against the party engaging in the harassment and /or sexual harassment and action for the recipient of the harassment and/or sexual harassment. Any violation of this policy will result in immediate corrective action.

Employees who report harassment and/or sexual harassment or participate in an investigation will not be retaliated against or otherwise treated adversely related to their reporting of the situation or participation in an investigation.

Approved By:   
Julie Hansen, Benco Board President

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