



# Sexual Harassment Policy

## **Our Commitment**

At 90.1 NBC FM, we are dedicated to upholding the right of every employee and volunteer to work in an environment free from sexual harassment. We believe in fostering a workplace where everyone is treated with respect and dignity, and we expect all members of our organization to contribute to this positive environment.

It is the responsibility of every individual at 90.1 NBC FM to ensure that our workplace remains free from sexual harassment. We are committed to preventing and eliminating any form of sexual harassment within our organization.

## **Purpose**

This document outlines 90.1 NBC FM's position on sexual harassment and provides a clear process for addressing any grievances related to such behavior.

## **Definition of Sexual Harassment**

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other unwelcome conduct of a sexual nature that makes someone feel offended, humiliated, or intimidated, where such a reaction is reasonable in the circumstances. Examples include, but are not limited to:

- Staring or leering
- Unnecessary familiarity or unwelcome touching
- Suggestive comments or jokes
- Sexual insults or taunts
- Intrusive questions or statements about personal life
- Displaying sexual content
- Sending sexually explicit emails or messages
- Inappropriate advances on social media
- Accessing sexually explicit websites
- Requests for sexual favors or repeated unwanted requests for dates
- Behavior that may be considered a criminal offense, such as sexual assault or stalking

Mutual attraction, friendship, and respect do not constitute sexual harassment.



# Sexual Harassment Policy

## Policy Overview

90.1 NBC FM has a zero-tolerance policy for sexual harassment. It is the responsibility of all managers, supervisors, employees, and volunteers to ensure that sexual harassment does not occur. This policy applies to all work-related contexts, including conferences, social events, and business trips.

Any violation of this policy will result in disciplinary action, up to and including termination of employment or volunteer service. We strongly encourage anyone who feels they have been subjected to sexual harassment to take immediate action.

## Reporting and Resolution Process

If you experience or witness sexual harassment, you are encouraged to address the issue directly with the person involved if you feel comfortable doing so. Clearly state that the behavior is unwelcome and request that it stop. If the behavior continues, or if you do not feel comfortable addressing the person directly, you should report the behavior to a manager, human resources, or the CEO.

Once a report is made, 90.1 NBC FM will determine the appropriate course of action. All reports will be treated with seriousness, confidentiality, and sensitivity. Both the complainant and the alleged harasser have the right to support or representation throughout the investigation. There will be no presumption of guilt, and a full investigation will be conducted before any decisions are made.

No employee or volunteer will face retaliation for rejecting unwanted advances or for filing a complaint. Disciplinary action will be taken against anyone who retaliates against a complainant or the accused.

## Responsibilities of Management

Managers and supervisors are responsible for:

- Understanding and committing to the rights of all employees and volunteers to a workplace free from sexual harassment.
- Taking all reasonable steps to prevent sexual harassment.
- Ensuring that all staff are aware of their obligations under this policy.
- Treating all complaints seriously and confidentially.
- Taking immediate and appropriate action if they become aware of any harassment.



# Sexual Harassment Policy

## Complaint Handling Procedures

Sexual harassment can occur at any level within the organization. Employees or volunteers who believe they are being harassed should take prompt action:

1. **Direct Communication:** Where possible, inform the harasser that their behavior is unwelcome and must stop.
2. **Reporting:** If the behavior continues, or if direct communication is not an option, report the behavior to a supervisor, manager, or human resources.
3. **Informal Intervention:** The manager may facilitate mediation between the parties to resolve the issue.
4. **Formal Investigation:** If necessary, a formal investigation will be conducted. This may involve interviews with the complainant, the respondent, and any witnesses.

All records of the investigation will be kept confidential. The findings will determine the appropriate actions, which may include counseling, disciplinary action, formal apologies, or other remedies.

## Dealing with Criminal Conduct

Some forms of sexual harassment, such as sexual assault or stalking, may constitute criminal offenses. In such cases, the matter should be reported to the relevant authorities, such as the police.



# Sexual Harassment Policy

## Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to abide by the 90.1 NBC FM Sexual Harassment Policy. I understand that failure to comply with this policy may result in disciplinary action, including termination of my employment or volunteer position.

Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

90.1 NBC FM Representative Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

This agreement is effective from \_\_\_ / \_\_\_ / \_\_\_ and will be reviewed on \_\_\_ / \_\_\_ / \_\_\_.

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_