

VII. Sexual Harassment Policy

The ACPEinc is committed to providing a workplace and conducting site visits that are free from sexual harassment. Sexual harassment is against the law and will not be tolerated. When the ACPEinc determines that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action. The ACPEinc's policy on this issue covers employees, Trustees, and Site Visitors.

7.01 What Is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment at the workplace and during site visits.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment or site visit:

- a) Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via mail or email.
- b) Verbal abuse of a sexual nature – in person or via mail or email.
- c) Touching or grabbing of a sexual nature.
- d) Repeatedly standing too close to or brushing up against a person.
- e) Repeatedly asking a person to socialize during off-duty hours when the person has declined or has indicated they are not interested. Supervisors in particular should be careful not to pressure their employees to socialize.
- f) Giving gifts or leaving objects with the aim of establishing a sexual relationship.
- g) Repeatedly making sexually suggestive gestures.
- h) Making or posting sexually demeaning or offensive pictures, cartoons, or other materials in the workplace.
- i) Off-duty, unwelcome conduct of a sexual nature that affects the work environment.

7.02 ACPEinc Responsibilities Under This Policy

Complaints of sexual harassment will be addressed in accordance with the policy on Complaints Against the ACPEinc.

- a) If the alleged harasser is a member of an independent profession, the Chair of the Board of Trustees, or the President in the absence or disqualification of the Chair of the Board of Trustees, shall promptly refer the matter to the Ethics Committee of the parent entity of the parties involved to provide for appropriate action.
- b) If the alleged harasser is not a member of an independent profession, the Chair of the Board of Trustees, or the President in the absence or disqualification of the Chair of Board of Trustees shall promptly refer the matter to its officers and director's liability insurance carrier for disposition.

**Ratified by the Board of Trustees 20140630; amended
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