

SANTA CRUZ MOUNTAINS ART CENTER  
9341 Mill St. Ben Lomond, CA 95005

SEXUAL HARASSMENT POLICY  
Adopted 4-11-2005

**Policy.** The Santa Cruz Mountains Art Center (SCMAC) is committed to providing a productive and pleasant work environment. In keeping with this commitment, SCMAC maintains a strict policy of prohibiting any type of harassment. (Sexual) harassment interferes with an employee's work performance and creates an intimidating, hostile and offensive work environment. (Sexual) harassment will not be tolerated.

Harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is unwelcome, personally offensive, debilitates morale, and interferes with work effectiveness. Such conduct is specifically prohibited. No one may imply or threaten that an employee or job applicant's "cooperation" of a sexual nature (or refusal thereof) will have any effect on any employment condition (hire, assignment, compensation, advancement, transfer, benefits, etc.). Any such action will bring prompt disciplinary action, up to and including possible termination of employment or membership.

**Definition.** Federal and State law define sexual harassment as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment may take many forms, including:

- Verbal conduct (derogatory comments, slurs, or jokes)
- Visual conduct (leering, derogatory posters, cartoons, or gestures)
- Physical conduct (touching or impeding movement)
- Repeated offensive sexual flirtations
- Unwelcome advances (flirtations, advances, or propositions)
- Graphic or degrading sexual verbal comments regarding personal appearance

**Procedures If You Believe You Have Been Harassed.** Any employee who believes they have been subjected to unlawful harassment or intimidation is strongly encouraged to promptly bring such to the attention of any member of the Board of Directors. All complaints will be treated in the strictest confidence as is possible under the specific circumstances and will be promptly investigated. If it is determined unlawful harassment has occurred, prompt and appropriate action will be taken commensurate with the severity of the offense, up to and including warnings, suspension, and/or termination. Please immediately report the facts of the incident to:

- Any member of the Board of Directors, any officer.
- Any local Department of Fair Employment and Housing (D.F.E.H.) office listed in your local telephone book.

**Investigation.** SCMAC will conduct an impartial investigation of every (sexual) harassment complaint, as confidentially as possible under the specific circumstances. Any employee determined to have harassed another employee will be subject to disciplinary action up to and including possible termination. Additionally, SCMAC will not tolerate any form of retaliation towards an individual filing a good faith complaint. If retaliation occurs, it will result in further disciplinary action, up to and including possible termination.