Albuquerque YouthBuild
Sexual Harassment Policy

Youthbuild disapproves of, and will not tolerate, discrimination or sexual harassment of its employees by its employees. ("Employee" refers to both staff and trainees.)

Any employee who engages in discrimination or sexual harassment will be subject to discipline, and appropriate corrective action will be taken to prevent its reoccurrence. Any incidents of discrimination or sexual harassment by anyone, including non-employees, should be immediately brought to the attention of the Executive director for appropriate action. In the event that the complaint is being made against the executive director, the president of the board of directors will be notified.

Definition of sexual harassment

The Equal Opportunity Commission has adopted guidelines that state that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

• Submission to the conduct is an explicit or implicit term or condition of an individual's employment.

• The submission to or rejection of the conduct by an individual is the basis for any employment decision affecting that individual.

• The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

A hostile work environment may be one where:

• Crude or vulgar language is used.

• Jokes of a sexual nature are told.

• Comments are made that demean an individual based on gender or sexual orientation.

• Unwelcome nicknames, such as "honey" or "sweetie," are used.

• Photographs, calendars, magazines, books, etc. of nude or partially nude individuals are disseminated.

Complaint procedure

Any employee who feels that he or she has been the subject of discrimination or sexual harassment by anyone, including non-employees, should follow this procedure in bringing the matter to attention.

• The employee should promptly bring the matter to the attention of the executive director. This report may be oral or written.

• The executive director will advise the person who allegedly engaged in the sexual harassment of the charge. The complaint will be investigated promptly. The complaint will be kept as confidential as possible.

• After the investigation, it will be determined whether sexual harassment has occurred. The people involved will be notified of the decision.

• If a determination is made that sexual harassment has occurred, appropriate disciplinary action, which may include termination, will be taken. The severity of the discipline will be determined by the degree and/or frequency of the offense.

• Employees who complain of sexual harassment or who assist another will not be retaliated against.