

SEXUAL HARASSMENT GUIDELINES

STATEMENT OF PHILOSOPHY: [THE LEOMINSTER LODGE OF ELKS #1237](#) is proud of its tradition of maintaining a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. Sexual harassment is unacceptable and will not be tolerated.

DEFINITION OF SEXUAL HARASSMENT: For purposes of this policy, sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature (*verbal or physical*) when: (1) submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion or other aspects of employment; and/or (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: Threatening adverse employment actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display in the work place of sexually suggestive objects or pictures; and unwelcome sexual advances by visitors to the offices when such advances are condoned, either explicitly or implicitly by personnel of the Lodge.

These guidelines cover all employees of [THE LEOMINSTER LODGE OF ELKS #1237](#). The Lodge will not tolerate, condone or allow sexual harassment whether engaged in by fellow employees, supervisors, directors or by others who have contact with the Lodge.

LEOMINSTER LODGE 1237

BENEVOLENT and PROTECTIVE ORDER of
134 North Main Street, Leominster, MA 01453



Elks

Telephone 978-534-8737

Acknowledgement of Sexual Harassment Guidelines

Date _____

I am an employee of [THE LEOMINSTER LODGE OF ELKS #1237](#) of the Benevolent and Protective Order of Elks. I acknowledge receipt of the Sexual Harassment Guidelines as adopted by the Lodge.

Printed Name

Signature

Saugus-Everett Lodge of Elks - Harassment Policy

The Lodge will not tolerate harassment of its employees, whether committed by a fellow employee, a supervisor or member of the Board, a Lodge member or a visitor to our workplace, such as a vendor or customer. All employees are responsible for ensuring that the workplace is free from harassment, especially when such conduct is based upon gender, race, age, religion, national origin, disability or other protected categories. All employees, including supervisors, will be subject to disciplinary action, up to and including discharge from employment, for any act of harassment they commit.

Examples of prohibited harassment include, but are not limited to:

- Use of slurs, epithets, and words that degrade an individual, even when used in a joking fashion;
- Unwelcome advances, demands or requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature, such as flirting, touching and graphic comments about another person's dress or body;
- Display of cartoons, photographs, drawings, pinups, posters, calendars, or images that are offensive or degrading to others;
- Conduct which has the purpose of substantially interfering with an individual's work performance or which creates an intimidating, hostile or offensive work environment; or
- Conditioning hire, continued employment, or terms and conditions of employment upon submission to sexual advances or requests for sexual favors.

If you feel you are being harassed, or if you have knowledge of harassment of a co-employee, immediately bring it to the attention of your supervisor. If for any reason you do not feel comfortable discussing the matter with your supervisor, contact a member of the House Committee or the Exalted Ruler. All reports will be promptly investigated in as confidential a manner as possible. Based upon the findings of the investigation, the Lodge will take prompt and appropriate action to remedy any violations of this policy.

No employee who brings a good faith report of harassment to the attention of the Lodge will suffer retaliation or other adverse employment action as a consequence. Any employee, including supervisors, Officers, and Committee Members, who is found to have retaliated against an employee who reported a violation of this policy in good faith will be subject to disciplinary action. It is important for employees to report incidents of harassment because without your assistance, violations could go undetected.

Employee Signature _____ Date _____