

## ADMINISTRATIVE POLICY

### 1 Policy

- 1.1 OPTIONS will, in good faith, attempt to maintain a workplace free of harassment of any kind and from any source, such as management, coworkers, or visitors, while treating all complaints fairly and evenhandedly in order to prevent frivolous or malicious accusations. It is acknowledged that harassment, sexual or otherwise is against the law and will not be tolerated by the organization. Harassment of another employee of a sexual nature or otherwise, including but not limited to verbal or physical conduct and/or contact or unwelcome advances, is prohibited. Complaints of harassment are taken seriously and will be thoroughly investigated. Complaints may be filed by contacting the Director of Human Resources, their designee or supervisor. If harassment is found to have occurred, disciplinary action and/or appropriate remedial action may result. Confidentiality will be protected to the extent possible but cannot be guaranteed.
- 1.2 This policy will be further expanded upon in the Employee Handbook.

POLICY DATE: August 1998  
REVISED: May 2004  
REVISED: May 2012  
REVISED: February 2014  
REVIEWED: August 2015, September 2016, October 2017, October 2018