



## **Northeast Youth and Family Services**

### **Anti-Harassment Policy**

Northeast Youth and Family Services, Inc., is committed to maintaining a work environment that is free from discrimination. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including a supervisor, co-worker, vendor, client, or customer.

Harassment consists of unwelcome conduct whether verbal, physical, or visual, that is based on a person's protected status such as sex, color, race, ancestry, religion, national origin, age, marital status, medical condition, disabilities, veteran status, or any other protected group status. Northeast Youth and Family Services, Inc. will not tolerate harassing conduct that affects tangible job benefits that interferes with an individual's work performance or that creates an intimidating, hostile, or offensive work environment.

All employees are responsible for helping assure that we avoid harassment. If you feel that you have experienced or witnessed harassment you are to notify your supervisor immediately. Northeast Youth and Family Services, Inc. forbids retaliation against anyone who has reported harassment.

Our policy is to investigate all such complaints thoroughly and promptly to the fullest practicable extent. Northeast Youth and Family Services. will keep complaints and the terms of their resolution confidential. If an investigation confirms that harassment has occurred, we will take corrective action, including such discipline up to an immediate termination of the employment as is appropriate.

I am aware of this policy, I understand it, and I know that I am able to review this policy at any time.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_