

POLICY TITLE:	DISCRIMINATION AND HARASSMENT FREE WORKPLACE	POLICY # 8.03	ADAPTED FROM	
Topic Area:	HUMAN RESOURCES	Page 1 of 3	REVIEW DATES	
Applies to:	LRE Staff	ISSUED BY: Chief Executive Officer	3/20/2014	5/1/2015
			8/20/2015	9/12/2016
			11/13/2017	9/10/2018
Developed and Maintained by:	LRE CEO & Human Resources Coordinator	APPROVED BY: Board of Directors		
Supersedes:	N/A	Effective Date: April 1, 2014	Revised Date: 9/18/2018	

I. POLICY

- A. Lakeshore Regional Entity (LRE) fully supports and complies with the laws, which are enacted to protect and safeguard the rights and opportunities of all people to seek, obtain, and hold employment without being subjected or exposed to harassment or discrimination in the workplace.
- B. LRE requires the reporting of all perceived incidents of discrimination or harassment through the appropriate channels.
- C. It is the policy of the LRE to conduct a thorough and confidential investigation into such reported matters.
- D. The LRE prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Substantiated discrimination or harassment allegations will result in providing an appropriate remedy to the situation, which may include disciplinary action for the perpetrator(s) up to and including termination of association with LRE.

II. PURPOSE

To provide all employees the LRE's position regarding harassment and provide all employees with a work environment free from harassment.

III. REQUIRED BY

Michigan's Elliott-Larsen Civil Rights Act (ELCRA), MCL 37.2101 et seq.; Title VII of the Civil Rights Act of 1964, Title VII, 42 USC 2000e et seq.; The Age Discrimination in Employment Act of 1967 (ADEA), 29 USC 621 et seq.; Immigration Reform and Control Act of 1986, 8 USC 1101 et seq.

IV. APPLICABILITY AND RESPONSIBILITY

All employees, and if applicable volunteers, interns and students.

V. MONITORING AND REVIEW

- A. Lakeshore Regional Entity expects all employees to conduct themselves with dignity and respect for consumers, employees and others. It is each individual's responsibility to behave in a civil manner and to make responsible choices about the manner in which they conduct themselves.
- B. Harassment of any kind, including sexual or racial harassment, is not acceptable at Lakeshore Regional Entity. Lakeshore Regional Entity does not condone or allow harassment of others, whether engaged in by consumers, employees, vendors, or by others doing business with Lakeshore Regional Entity.
- C. Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to significantly interfere with an individual's work environment.

VI. DEFINITIONS

- A. **Sexual Harassment** – Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature when:
 - 1. Submission to such conduct is made either implicitly or explicitly, a term or condition of continued employment or association with Lakeshore Regional Entity; or,
 - 2. Submission to or rejection of such conduct is used as a basis in employment decisions affecting any person; or,
 - 3. Such conduct has the purpose or effect of substantially interfering with a person's working conditions, or creates an intimidating, hostile, or offensive work environment.
- B. **Racial and Other Types of Harassment** – Racial or other types of harassment may be based upon a personal characteristic that are protected by law (e.g., religion, veteran status, race, disability, etc.), or may be based on other reasons not specifically covered by law. In any event, harassment of any type is not acceptable at LRE. Such behavior could involve any of the following:

1. The use of physical force or violence to restrict the freedom of action or movement of another person or to endanger the health or safety of another person.
2. Physical or verbal conduct, intentional or otherwise, that has the purpose or effect of interfering with an individual's personal safety or employment.
3. Conduct that has the effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive working environment.

VII. PROCEDURES

1. Respond: If you believe you have been subjected to harassment, and if you feel physically and/or emotionally safe doing so, approach the individual whom you believe is responsible, identify the behavior that is offensive or harassing, explain why the behavior is considered to be offensive and/or harassing, and ask the individual to stop the behavior. If assistance is needed in approaching the individual, a supervisor or the Human Resources (HR) Coordinator should be contacted.
2. Report: If approaching the offending individual is not possible (because of discomfort or concern for personal safety) or if approaching the individual does not resolve the matter, it should immediately be reported to a supervisor or HR.
3. Complaint Procedure: The supervisor or HR will initiate "The Complaint Process", as applicable, found in LRE Policy 8.02, "Equal Opportunity Employment and Non-Discrimination", Section VII.B.

VIII. RELATED POLICIES AND PROCEDURES

8.01 Code of Conduct

8.02 Equal Employment Opportunity