

ORGANIZATIONAL PROCEDURE

PROCEDURE # 8.3a	EFFECTIVE DATE	REVISED DATE
TITLE: DISCRIMINATION AND HARASSMENT REPORTING	8/1/2014	6/1/2025
<u>ATTACHMENT TO</u>	REVIEW DATES	
POLICY #: 8.3		
POLICY TITLE: DISCRIMINATION AND HARASSMENT FREE WORKPLACE		
CHAPTER: HUMAN RESOURCES		

I. PURPOSE

To ensure a workplace environment that is respectful and free from discrimination and/or harassment. LRE requires the reporting of all perceived incidents of discrimination or harassment through the appropriate channels.

II. PROCEDURES

- A. When a staff member believes they have been subjected to harassment, they are encouraged to address the situation directly
 1. Approach the individual responsible
 2. Clearly identify the behavior that was found offensive or harassing
 3. Explain why the behavior is considered inappropriate and request that the behavior stop
- B. If assistance is needed in approaching the offending individual due to concerns about physical or emotional safety, the employee should contact their supervisor or the Human Resources Department for assistance and support.
- C. If approaching the individual is not possible due to discomfort or concerns for personal safety, or if doing so does not resolve the issue, the incident should be reported immediately to a supervisor or the Human Resources (HR) Department.
- D. If it is determined that further investigation is necessary, the Supervisor or Human Resources (HR) Representative will initiate an investigation in accordance with the procedures outlined in LRE Procedure 8.25a.

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
6/1/2025	NEW Procedure (removed from policy)	Human Resources Representative