

## **Sexual Harassment Policy**

**ABC IMAGING** believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive that debilitates morale and, therefore, interferes with work effectiveness.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

### **Definition**

**ABC IMAGING** has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of your employment
- submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you
- such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

### **Employer's Responsibility**

**ABC IMAGING** wants you to have a work environment free of sexual harassment by management personnel, by your coworkers and by others with whom you must interact in the course of your work as an employee. Sexual harassment is specifically prohibited as unlawful and as a violation of **ABC IMAGING** policy. **ABC IMAGING** is responsible for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

### **Complaint Procedure**

If you experience or witness sexual harassment in the workplace, report it immediately to Human Resources. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

**Retaliation Prohibited**

**ABC IMAGING** will permit no employment based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

**Written Policy**

You will receive a copy of **ABC IMAGING** sexual harassment policy as set forth in the Employee Handbook when you begin working for **ABC IMAGING**. If at any time you would like another copy of that policy, please contact Human Resources. If **ABC IMAGING** should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

**Penalties**

Sexual harassment will not be tolerated at **ABC IMAGING**. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.

X \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Signature of Representative for ABC

X \_\_\_\_\_  
Employee Printed Name

X \_\_\_\_\_  
Printed Name of ABC Representative

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date