SEXUAL HARASSMENT POLICY

The Board of Directors of the Lancaster County Food Hub prohibits sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature when submission to the conduct is made an explicit or implicit condition of employment, or is used as a basis for personnel decisions affecting the employee; the conduct has the purpose of interfering with an employee's work or creating an intimidating, hostile or offensive work environment (such as sexual jokes, lewd comments, offensive pictures, articles, cartoons, etc.).

If you are reporting a prohibited act, we ask that you submit a report in writing. Your report should include the description and date of incident(s), and name(s) of witness(es). Do not assume that the Executive Director is aware of the matter. You should bring the matter to the attention of your supervisor so that it can be investigated and appropriate action taken. You will not be subject to retaliation for having raised the issue in good faith.

I, _____ have read the above guidelines and rules and agree to follow them. By signing below I am agreeing to the terms and understand that if I am found in violation I will not be allowed to volunteer at the Lancaster County Food Hub.

_____ _____

Employee/Volunteer *Date*

_____ _____

LCFH Representative *Date*