

Sexual Harassment Policy Approved by Gallup Public Radio's Board of Directors on December 10, 2018

1. It is the policy of the Gallup Public Radio to protect all employees, male or female, against unwelcome and unsolicited behavior of a sexual nature. Such behavior is unacceptable in the workplace and other work-related settings such as business trips and business-related social events. KGLP will operate under a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and immediately investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

2. **Definition**

Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature, whether verbal or physical.

Examples of sexual harassment may include, but are not limited to:

 - 1) nonverbal actions; leering; gesturing of a sexual nature;
 - 2) unwanted sexual advances;
 - 3) demands for sexual favors in exchange for favorable treatment or continued employment;
 - 4) repeated sexual jokes, flirtations, advances, or propositions;
 - 5) verbal abuse of a sexual nature;
 - 6) verbal commentary about an individual's body;
 - 7) touching, rubbing, pinching, whistling, assaulting, suggestive insulting, coerced sexual acts, or rape;
 - 8) environmental harassment; display in the workplace of sexually suggestive objects or pictures.

3. **Reporting a Complaint**

Sexual harassment complaints should be addressed to the immediate KGLP supervisor or to the Gallup Public Radio Board of Directors. Reports of sexual harassment must be in writing.

Retaliation

4.

Gallup Public Radio will not in any way retaliate against an individual or witness who makes a report of sexual harassment, nor will it permit any employee to do so. A person found to have retaliated against another individual for reporting sexual harassment shall be subject to disciplinary action provided for sexual harassment offenders.

5.

Investigation

Any allegation of sexual harassment brought to the attention of KGLP or Gallup Public Radio will be investigated.

a. Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including discharge from employment.

b. If an investigation results in a finding that an employee has falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination.

6.

Sanctions.

For future consideration, include a section that details what the sanctions could be for 1st offense, 2nd offense, 3rd offense, and seriousness of the offenses.