

Sexual Harassment is Illegal

And is prohibited by the Connecticut Discrimination Employment Practices Act (Section 46a-60(a)(8) of the Connecticut General Statutes) & Title VII of the Civil Rights Act of 1964 (Title 42 United States Code Section 2000e et seq. and is against the policy of VNA Community Healthcare and Hospice (Policy 4.09).

Sexual harassment is defined as any unwelcome sexual advances, or requests for sexual favors, or any other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of Sexual Harassment include:

- **Unwelcome sexual advances**
- **Suggestive or lewd remarks**
- **Unwanted hugs or kisses**
- **Requests for sexual favors**
- **Retaliation for complaining about sexual harassment**
- **Derogatory or pornographic posters, cartoons or drawings**

Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

Remedies for Sexual Harassment include:

- Cease and desist orders
- Back pay and/or Compensatory damages
- Hiring, promotion or reinstatement
- Emotional distress damages

Action to be taken:

1. Any employee who has a complaint of sexual harassment at work that s/he experienced or witnessed, by anyone, including supervisors, co-workers, patients, clients, or visitors, should immediately report the incident to the employee's immediate supervisor or to Human Resources or the President. If the employee believes that the President is violating this Policy, the employee may report the allegation to any member of the Board of Directors.
2. All inquiries, complaints and investigations are treated confidentially.
3. All complaints will be promptly and carefully investigated by appropriate personnel to determine if there has been a violation of Agency Policy.
4. Retaliation against a complainant or witness is strictly prohibited.
5. Immediate and appropriate corrective action, up to and including termination, will be taken if the investigation reveals that the complaint is valid.

If, after you have taken the actions listed above, you feel that you have been discriminated against, contact The Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd, Suite 2, Hartford, CT 06103, 860-541-3400; TTD 860-541-3459, or toll free 800-477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 300 days of the date of the alleged harassment for events occurring on or after 10/1/19. For events prior to 10/1/19, complaints must be filed within 180 days.

10/1/19