



ANTI-HARASSMENT POLICY

Ford Sayre is an equal employment opportunity employer. All employees are entitled to a work environment free of discrimination, including freedom from harassment based on race, color, sex, sexual orientation, age, religion, national origin, ancestry, disability or any other legally protected status. Ford Sayre will not tolerate such conduct at the workplace or in other settings connected with your employment, including while traveling in connection with Ford Sayre work. Harassment based on any of the categories listed above is a form of discrimination and is unlawful under federal and state law. If you believe that you have been subjected to harassment, you should follow the Complaint Process outlined below. Questions should be directed to your supervisor.

Sexual Harassment

Ford Sayre prohibits sexual harassment of its employees. Sexual harassment is unlawful under federal and state law. Ford Sayre is committed to providing a workplace free from this unlawful conduct.

Definition of “Sexual Harassment”

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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

Acts and statements that seem harmless or amusing to some people may be offensive to others. While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment when such conduct comes within one of the above definitions:

- unwelcome sexual advances;
- making threats after a negative response to sexual advances;
- suggestive or lewd remarks or gestures;
- unwanted hugs, touches or kisses;



- requests for sexual favors;
- sexually suggestive cartoons, drawings, objects, writings or email messages;
- sexual epithets, jokes and banter;
- written or oral references to sexual conduct;
- comments on an individual's body or sexual activity; or
- leering, whistling, suggestive or insulting comments.

Retaliation against an employee for reporting sexual harassment or harassment based on any legally protected status as outlined above, or for cooperating in an investigation of a complaint of such harassment, is unlawful. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in the complaint or investigation. If you believe that you are being retaliated against, you should follow the Complaint Process outlined below.

Complaint Process

We realize that it may be difficult for you to come forward with a complaint of harassment. However, please do not ignore conduct that you find offensive. Ford Sayre encourages you to report such conduct immediately.

Any employee who believes he or she is being sexually harassed, or harassed because of his or her race, color, sex, sexual orientation, age, religion, national origin, ancestry, place of birth, disability or any other legally protected status should immediately contact any one of the following people:

Amy Goodney
Trustee
amygoodney3@gmail.com
603-643-4969

Lou Bregou
Trustee
lou@flume.net
603-643-4944

If these individuals are unavailable, or you are uncomfortable with approaching any of them directly, you may take your concern to:

Ana Edson
Administrator
admin@fordsayre.org
603-643-9909



Ford Sayre is committed, and required by law, to take all appropriate steps to ensure that the matter is promptly investigated and addressed. Generally, our investigation will include an interview with the person filing the complaint and the person alleged to have committed the harassment. Possible witnesses may be contacted.

If it is determined that harassment has occurred, Ford Sayre will act promptly to stop the offending conduct and, when appropriate, impose disciplinary action. Any employee who has been found to have harassed another employee will be subject to disciplinary action, ranging from a verbal warning up to and including termination.

Although employees are encouraged to file their complaint of harassment through Ford Sayre's Complaint Process, the following agencies also process complaints of harassment:

New Hampshire Commission for Human Rights
2 Chanel Drive
Concord, NH 03301
(603) 271-2767

United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
Room 475
Boston, MA 02203
(617) 565-3200