

NATIONAL ASSOCIATION OF REALTORS®

Human Resources Tool Kit

Employee Relations: Sample Sexual Harassment Policy

“Sexual harassment is any verbal or physical conduct of a harassing nature, requests for sexual acts or favors, unwelcome sexual advances, or any other conduct with the purpose or effect of which unreasonably interferes with an individual's work performance or creates a hostile, intimidating, or offensive work environment. Sexual harassment is illegal.

Racial, religious and ethnic harassment also is illegal. For this reason, make sure you do not engage in any behavior toward fellow workers that could be viewed as harassment.

Because harassment is a serious offense, the association will deal with it in the strictest of terms, which may include the termination of those found to have engaged in such conduct. The association's policy states that the following people may not harass you: coworkers, supervisors, any member of the association, and any guest of or visitor to the association.

If you believe you have been harassed, please bring the problem to the attention of your supervisor and a human resources manager. You do not have to put your complaint in writing, but it is helpful to provide details about dates, times, places and witnesses to the harassment. All complaints will be investigated promptly by a professional staff member from Human Resources.

The identity of the employee making the complaint and the identity of the individual accused of engaging in harassment will be kept strictly confidential. Information regarding the charge of sexual harassment and the investigation of that charge will not be made known to anyone who is not directly involved either as a party, a witness, a member of the investigatory team or the executive vice president. Witnesses interviewed will only be provided with information necessary to elicit from them their observations and other relevant information of incidents they witnessed.

The association will endeavor to prevent retaliation against you for filing a harassment claim.

If your complaint of harassment is found to be without basis, appropriate measures may be taken against you. This should not discourage you from making a complaint if you believe you have been a victim of sexual, racial, religious or ethnic harassment.”