

NAVAJO

ARTS & CRAFTS



ENTERPRISE

D. Harassment Policy

1. It is the policy of NACE to maintain a pleasant work environment in which all employees, and customers are treated with respect and dignity. Any form of harassment or discrimination on the basis of race, religion, color, national origin, ancestry, marital status, physical handicap, medical condition, age, gender, including sexual harassment, and any other status protected by law is prohibited. NACE will not tolerate any form of unlawful harassment of employees by any person in or from the workplace.
2. Sexual harassment protected by policy includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct may constitute sexual harassment.
3. Sexual harassment and other prohibited forms of harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers moral, and that therefore interferes with work effectiveness.
4. Sexual harassment and other prohibited forms of harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:
 - (a) Verbal: Sexual innuendoes, suggestive comments and jokes of sexual nature, sexual propositions, threats and insults or any type of slurs based on a protected status.
 - (b) Non-verbal: Sexually suggestive objects or pictures, drawing and graphics; suggestive or insulting sounds, leering, whistling, obscene gestures, etc. which are insulting.
 - (c) Physical: Unwanted physical contact, including touching, pinching, brushing the body, rubbing, stroking, etc.
5. Prohibited harassment by an employee, manager, supervisor or non-employee will not be tolerated. Appropriate disciplinary action including termination of employment will be taken against any employee who violates this policy.
6. Any employee who believes that he/she has been subjected to sexual harassment must report in writing the alleged act(s) immediately to the supervisor

"IN BEAUTY MAY YOU WALK"

7. All complaints will be handled in a timely and confidential manner, although confidentiality cannot be guaranteed. NACE will make every effort to contain information concerning a complaint so that is not released to other employees. Any NACE employee responsible for investigating a complaint is prohibited from discussing the complaint outside the context of the investigation. The purpose of the provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incident of sexual harassment and to protect the reputation of an employee wrongfully accused of sexual harassment.
8. In response to every complaint of sexual harassment, NACE will take prompt investigatory action and take corrective and preventive action.