



Sexual Harassment Policy

Purpose and intended outcome

The purpose of this policy statement on sexual harassment is to establish clearly and unequivocally that Accord prohibits sexual harassment by and of its employees.

No employee, either male or female, should be subjected to unsolicited or unwelcome sexual advances or conduct either verbal or physical.

Scope and coverage

This policy applies to all AIL staff and at all AIL worksites.

This policy also applies to visitors to AIL worksites.

Policy statement

"Sexual harassment" has been defined by government agencies and the courts as conduct which includes all unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c. Such conduct is sufficiently severe or pervasive to alter the conditions of employment and to create a hostile or abusive working environment.

Sexual harassment may take many forms, including, but not limited to: verbal teasing or abuse of a sexual nature; inquiries about sexual activities, sexual orientation and gender identity; subtle pressure or abuse of a sexual nature; inappropriate, unwelcome and unnecessary touching of an individual, for example, grabbing, patting, pinching, hugging, repeatedly brushing against another employee's body or impeding the movement of another person; offensive sexual flirtation, advances, or propositioning, including suggestive looks or gestures; sexually graphic verbal commentaries or jokes made in any medium; sexually degrading words used to describe an individual; or the offensive display in the workplace of sexual or pornographic objects, pictures or writings.

Responsibilities

Managers and supervisors
Employees
Facilities Management