



Sexual Harassment Policy

Baby Wipez, believes that you should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. Subject no employee, either male or female, verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, and debilitates morale and, therefore, interferes with work effectiveness as well as the instruction of students.

Behavior that amounts to sexual harassment may result in disciplinary action, up to and including dismissal.

Definition

Baby Wipez, has adopted, and its policy is based on, the definition of sexual harassment set forth by the Equal Employment Opportunity Commission (EEOC). The EEOC defines sexual harassment as “*unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature*” when:

- Submission to such conduct is either explicitly or implicitly a term or condition of your employment.
- Submission to or rejection of such conduct by you is used as the basis for employment decisions affecting you.
- Such conduct has the purpose or effect of unreasonably interfering with your work performance or creating an intimidating, hostile or offensive working environment.

Employer's Responsibility

Baby Wipez wants you to have a work environment free of sexual harassment by management personnel, by your coworkers, and by others with whom you must interact in the course of your work as an employee. Sexual harassment is specifically prohibited as unlawful and as a violation of *Baby Wipez* 's policy. *Baby Wipez* is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

Due to the enter action with young adults, no male manager, employee, or volunteer shall be alone with a female student. No female manager, employee or volunteer shall be alone with a male student. This includes an enclosed room, vehicle, or area obstructed from view of others. This is merely a precaution used to prevent situation where integrity can be called into question.



Complaint Procedure

If you experience or witness sexual harassment in the workplace, report it immediately to the Office Manager. You may also report harassment to any other member of *Baby Wipez*, management team or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of that investigation.

Retaliation Prohibited

Baby Wipez will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

Written Policy

You will receive a copy of *Baby Wipez*'s sexual harassment policy when you begin working for Leadership Education for Tomorrow of High Point. If at any time, you would like another copy of that policy. If *Baby Wipez* should amend or modify its sexual harassment policy, you will receive an individual copy of the amended or modified policy.

Penalties

Sexual harassment will not be tolerated at *Baby Wipez*. If an investigation of any allegation of sexual harassment shows that harassing behavior has taken place, the harasser will be subject to disciplinary action, up to and including dismissal.