

# YJ02 WORKPLACE CONDUCT POLICY

It is the policy of Right Track Youth Jobs 02 to maintain a respectful work and training environment. The work and training environment will be free from discrimination, harassment, and offensive behavior. Right Track will not tolerate such behavior and any Right Track participant who engages in such behavior is subject to termination from the Right Track program.

## **DEFINITIONS:**

**Discriminatory behavior** includes inappropriate remarks about or conduct related to a participant's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, gender identity, or status with regard to public assistance, Veteran's status, or any other reason protected by local, state, or federal law, ordinance or regulation.

**Violent behavior** includes the use of physical force, harassment, intimidation, or abuse of power or authority when the impact is used to control by causing pain, fear or hurt. Violent behavior also includes verbal abuse and/or acts, words, comments, or conditions that would lead a person to reasonably believe a violent act could occur.

**Harassing behavior** includes words or conduct that is severe or pervasive, and that a reasonable person would find abusive.

**Offensive behavior** includes words or conduct that a reasonable person would find reprehensible, although the conduct is neither severe nor pervasive.

**Other behavior** prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct.

**Sexual Harassment.** One specific kind of discriminatory and offensive behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually-directed behavior, is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

☐ Such conduct has the purpose or results of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or training environment.

Behavior prohibited by this policy can include unwanted or unwelcome:

- ☐ Sexual remarks, jokes, slurs or compliments;
- ☐ Sexual innuendo or propositions;
- ☐ Sexually-suggestive facial expressions, leering or ogling;
- ☐ Display or dissemination of sexually oriented material in pictures, posters, cartoons or written or electronic communications, including emails, websites, social media posts, texts, and all other forms of communication;
- ☐ Kissing, touching, or other sexual physical contact; or
- ☐ Impeding movement, blocking, or intimidating conduct and acts.

**Intimidation** is behavior that induces fear in another person through threats, insults, badgering, bullying or aggressive behavior.

*(All behaviors prohibited by this policy have not been explicitly covered herein. The definitions used are for illustrative purposes and are not meant to be all inclusive.)*