

Harassment and Sexual Harassment Policy

PURPOSE:

To establish and communicate the West Piedmont Workforce Development Board and Staff's support of its Equal Opportunity policy which includes its commitment to prohibit discrimination and harassment against individuals because of sex, race, color, religion, national origin, age disability or any other class protected by law.

POLICY STATEMENT:

The prohibition covers illegal discrimination or harassment by anyone at the local One-Stop Centers, Program Operators, Training Providers and Board Members including all applicants, employees, vendors, providers, participants and other persons associated with its operations and programs.

West Piedmont Workforce Development Board (WPWDB) and Staff intend to comply with all non-discrimination and equal opportunity obligations and maintain that individuals are free from inappropriate comments, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, or based a person's gender or other protected class, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's employment, or creates an intimidating, hostile or offensive work environment. We expect our employees to treat each other with respect and courtesy.

The WPWDB and staff will not tolerate discrimination or harassment.

The activities and physical locations of the WPWDB office and all One-Stop Centers and satellite locations will be monitored and investigated on a regular basis to ensure compliance with this policy.

PROCEDURES:

1. **Filing a complaint.** Any employee, vendor, Partner, participant, board member, provider or other person who is aware of or has knowledge of a violation of this policy must report it immediately (verbally or written) or no later than 180 days from the date of the alleged violation. The CEO will then document

the complaint and immediately notify the WIB President and WIB EO Officer.

2. **Investigation.** The CEO, along with the WIB EO Officer, will promptly investigate the complaint through site visits and/or personal interviews, which will be documented.
3. **Resolution.** The CEO and the WIB EO Officer will seek to resolve the problem in a fair and equitable manner within ten (10) days of receipt of the complaint.
4. **Notification.** The appropriate persons will be notified of the violation in writing and will be provided specific recommendations for resolving the issue and granted a specific time frame in which to correct the problem.
5. **Appeal.** In the event a satisfactory resolution is not met by either party or action is not taken, either party may appeal to the Appeals Committee. The Appeals Committee will comprise of two persons from the Personnel Committee, one person from the Executive Committee and one LEO member.
6. **Review.** The Appeals Committee will study all pertinent facts for a final resolution. Any decision of the Appeals Committee will be final.
7. **Corrective Action.** In the event further corrective action is necessary, the LEOs will review and approve any corrective action necessary based on the seriousness of the violation and the finds of the Appeal's Committee.
8. **Confidentiality.** All parties involved must realize and understands the serious and sensitive nature of issues and allegations which may arise under this policy. Therefore, those parties will handle the complaint in a confidential and non- disruptive manner to the fullest extent possible.

FOR MORE INFORMATION OR TO FILE A COMPLAINT CONTACT:

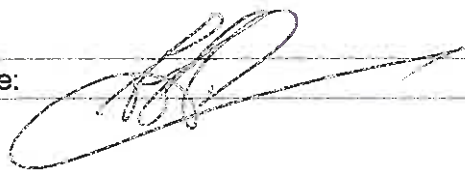
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WEST PIEDMONT WORKFORCE DEVELOPMENT BOARD
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Approval Signature:



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