Sexual Harassment Procedure

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Definition:

Sexual Harassment is defined as unwelcomed verbal, visual, or physical conduct of a sexual nature that is severe or pervasive and affects working conditions or creates a hostile work environment.

Examples:

- Verbal or Written - Comments about clothing, personal behavior, or a person's body; sexual or sex- based jokes; requesting sexual favors or repeatedly asking a person out; sexual innuendoes; telling rumors about a person's personal or sexual life; threatening a person.
- Physical - Assault; impeding or blocking movement; inappropriate touching of a person or a person's clothing; kissing, hugging, patting, stroking.
- Non-verbal - Looking up and down a person's body; derogatory gestures or facial expressions of a sexual nature; following a person
- Visual - Posters, drawings, pictures, screensavers or emails of a sexual nature

Procedure:

Any student who feels they have been subject to sexual harassment should take the following actions:

- Speak directly to the source of the discrimination.
- If this is not a reasonable option, or if such an option does not remedy the situation, speak with your Legacy Educator.
- If this is not a reasonable option, or if such an option does not remedy the situation, document all relevant facts and send documentation to: Lillian Velazquez, Lillian@LolitaPilates.com.

I have read and understand the above procedures and commit to following the steps delineated if I feel I have been made a victim of sexual harassment.

Employees who are found to have sexually harassed or knowingly filed a false complaint of sexual harassment against another employee shall be subject to disciplinary action, including termination of employment, and filing a report with the local authorities.

Name (print): _____

Signature: _____

Date: _____