

Non-Harassment Policy

1. Harassment Policy Statement

The Ohio Valley Region, Inc. (OVR) is committed to providing a work environment that is free of unlawful discrimination. This policy includes the prohibition of harassment based upon any of the protected classes identified in the U.S. Equal Employment Opportunity Commission (EEOC) document entitled “Prohibited Employment Policies/Practices.” Like the EEOC, the OVR is dedicated to preventing and remedying any discrimination in the OVR and advancing equal employment opportunities for all.

Many harassment situations in the work environment involve sexual harassment. However, complaints alleging any type of harassment against protected classes of employees will be handled in the same manner as complaints alleging sexual harassment. The “work environment” includes all of the OVR’s premises, and any other locations where OVR-sponsored activities take place, any off-site location where OVR business is conducted, and on social networking sites if the OVR, its customers, suppliers, or employees are referenced or included in communications.

“Sexual harassment” is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual’s employment;
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual’s employment; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.

If, as an employee or a job applicant, you believe that you have been or are being subjected to unlawful harassment, you must:

First: Tell the harasser to stop, if you are comfortable doing so.

Second: Make a record and report the incident to your supervisor or to the Commissioner or to a member of the OVR Board of Directors.

Third: If the conduct continues, this should also be immediately reported to the above individuals.

Any reported incident will be discretely investigated. Complaints and actions taken to resolve alleged harassment will be handled as confidentially as possible. Employees of the OVR may bring complaints, ask questions, and raise concerns to the OVR leadership without fear of reprisal under this policy.

All employees are responsible for understanding, adhering to, and strictly enforcing this policy. Any violation of this policy may result in discipline, up to and including termination. Knowingly or recklessly making false allegations shall also be deemed a violation of this policy, which may result in discipline, up to and including termination.

2. Investigation and Recommendation

The OVR will, upon receipt of a report or complaint alleging harassment, authorize an investigation.

In determining whether the alleged conduct constitutes inappropriate conduct, the OVR may consider the surrounding circumstances, the nature of the alleged statements or conduct, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes harassment requires consideration of all these elements.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint or report is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint or report. The investigation may also include any other lawful methods deemed pertinent by the investigator.

In addition, the OVR may take immediate steps, at its discretion, to protect the complainant, witnesses, or other employees pending completion of an investigation.

3. Prohibition Against Retaliation

OVR employees shall not retaliate against any person who complains of or reports harassment or retaliate against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment complaint.

4. Discipline and OVR Actions

In response to complaints or violations of this policy which are confirmed by investigation, OVR may take any action it deems appropriate up to, and, including termination.