



The American Legion

Bernard L. Tobin Post 128
44. N. Parke Street
Aberdeen, Maryland 21001
www.aberdeenpost128.org
(410) 272-9822

SEXUAL HARASSMENT POLICY

To provide the most favorable working conditions possible for every employee, and to comply with both the letter, and the spirit, of the laws governing sexual harassment, Bernard L. Tobin Post 128 is opposed to, and prohibits without qualification, sexual harassment of any employee, by another employee, supervisor, business associate, member or visitor. The purpose of this policy is not to regulate employees' morality, but to assure that no one is subjected to harassment by unwelcome sexual advances, requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. All Post Officers and the Lounge Manager are to be held accountable for the effective administration of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made with explicitly, or implicitly, a term or condition of employment
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual
3. Such conduct has the purpose, or effect, of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive working environment

Any employee who believes that he or she is a victim of sexual harassment should first inform the offender that such conduct is unwelcome and should cease. If that does not resolve the problem, or if the employee feels that it would be futile or dangerous to speak to the offender, he or she should notify his, or her, supervisor, or if preferred, any officer of the Post.

In all cases where harassment is alleged, the individual asserting the grievance must complete a "Sexual Harassment Incident Report". Upon completion, the Post Commander will be contacted, and an investigation of the incident will be instituted.

Violations of this policy will result in appropriate disciplinary action, up to and including termination of employment and/or membership.

All complaints will receive prompt and serious attention and you will not be penalized or retaliated against for voicing your complaint.

Approved by Post Executive Committee on August 11, 2015