



## **Policy & Procedures**

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POLICY NO. 8101591

EFFECTIVE DATE: REVISED 2020

SUBJECT:

SEXUAL HARASSMENT

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It is the policy of Variety FoodServices, Inc. that sexual harassment of employees in the workplace is unacceptable and will not be tolerated.

### **SEXUAL HARASSMENT DEFINITION:**

All types of harassment are prohibited under Title VII, Section 703.

The Equal Employment Opportunity Commission offers the following definitional guidelines on sexual harassment. There are two principle violation types:

#### **1. QUID PRO QUO:**

When an employee is subject to unwelcome sexual advances and submission to them is made on the basis for firing, hiring, or advancement. "Quid Pro Quo" simply means something given or received in exchange for something else.

#### **2. HOSTILE ENVIRONMENT:**

This type of harassment occurs when any type of unwelcome sexual behavior interferes with an individual's work performance or creates a hostile, intimidating, or offensive working environment.



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### EXAMPLES OF HARASSMENT:

Examples of sexual harassment in the workplace include but are not limited to:

- Unsolicited and unwelcome flirtations, advances, or propositions
- Graphic or degrading comments about employee's appearance, dress, anatomy
- Display of sexually suggestive objects, or pictures
- Ill received (dirty) jokes and offensive gestures
- Sexual or intrusive questions about employee's personal life
- Explicit descriptions of the harasser's own sexual experiences
- Abuse of familiarities such as "honey" or "baby"
- Unnecessary, unwanted physical contact such as touching, hugging, pinching, patting, kissing
- Whistling, catcalls, leering, exposing genitals
- Sexual assault or rape

### GUIDELINES AND PROCEDURES:

- 1) All employees of Variety FoodServices, Inc. are expected to avoid any behavior or conduct toward any other employee which could be interpreted as sexual harassment
- 2) Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of sexual harassment. An investigation of any such charges shall promptly be conducted and summarized in written form along with any actions taken.
- 3) The Human Resources manager and the supervisor/manager or the alleged harasser(s) shall be immediately notified of any such complaints.



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- 4) Discipline up to and including termination of the offending employee/employees shall be levied for any instances of sexual harassment.
- 5) This policy is to be kept posted on company Bulletin boards for all Variety employees viewing.

### PROCEDURE FOR REGISTERING A SEXUAL HARASSMENT COMPLAINT:

Any employee who feels that, he or she has been the victim of sexual harassment by any supervisor, management official, other employee, customer, client, or any other person in connection with his or her employment should notify his or her supervisor/manager or Human Resource Director at (586) 756-8100 immediately.

Any questions related to this policy should be directed in the same manner.

Once a complaint has been made to a supervisor/manager it is their responsibility to immediately notify the human resource manager to oversee the investigation.

The company will promptly perform a neutral investigation of all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action if warranted.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_