

### **Sexual Harassment and Abuse Policy**

Harassment on the basis of sex is a violation of federal and state law. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. All employees are required to complete sexual harassment prevention training each year as required by the state.