



**SOUTHEAST MICHIGAN COMMUNITY ALLIANCE**  
**Equal Opportunity and Harassment Prevention Policy**

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Developed: 8/2000  
Revision Level: C  
Revised: 11/2014, 4/2020

SEMCA is committed to providing equal employment opportunity to all persons regardless of race, color, religion, ancestry, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, sex orientation, transgender status, and gender identity), national origin (including limited English proficiency except to the extent necessary for essential job functions), citizenship, marital or veteran status, political affiliation or belief, physical or mental disability, genetic information, age, sexual orientation, height, weight, or any other legally protected status. This policy applies to all terms and conditions of employment including, but not limited to, recruiting, hiring, job assignment, training, transfer, promotion, compensation, benefits, layoff, recall, discipline and termination.

SEMCA is also ABSOLUTELY committed to providing a work environment that is free of ALL forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone including, but not limited to, supervisors/managers, co-workers, providers, vendors, beneficiaries or visitors. All employees have the right to work in an environment free from intimidation and harassment. In other words, SEMCA is committed to a policy of zero tolerance for discrimination and unlawful harassment. Further, we are committed to having a professional work environment in all areas where everyone can comfortably and productively work.

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if:

- Submission to the conduct is in any way made a term or condition of employment (*for example, a supervisor tells an employee to commit a sexual act in exchange for a pay raise*);
- Submission to or rejection of such conduct by an employee is used as the basis for any employment-related decision affecting such employee (*for example, a supervisor demotes an employee because the employee refused to engage in sexual behavior*); or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment (*for example, an employee is subject to repeated and unwelcome sexual or derogatory jokes or unwelcome obscene or pornographic material or other forms of harassing conduct*).

This means no:

- Sex-oriented "kidding" or abuse, sexual or sexist language, jokes or innuendo;
- Nude, sexual, profane, or obscene cartoons, posters, pin-ups, drawings, photographs or magazines;
- Whistling or catcalling (which is a shout or comment of a sexual nature to another person);
- Staring or leering in a sexually suggestive or other inappropriate way (which is looking or gazing at a person in an unpleasant or sexually suggestive way);



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- Pinching, patting, inappropriate touching such as brushing against another's body, unwelcome hugging or kissing;
- Texting, e-mailing or otherwise communicating inappropriate sexual messages;
- Accessing pornographic or other inappropriate websites; or
- Any other conduct that might create or contribute to a hostile or offensive working atmosphere.

### **Other Forms of Unlawful/Prohibited Harassment**

We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, sex orientation, transgender status, and gender identity), national origin (including limited English proficiency except to the extent necessary for essential job functions), citizenship, marital or veteran status, political affiliation or belief, physical or mental disability, genetic information, age, sexual orientation, height, weight or any other legally protected status. By way of further example only, this means no:

- Ethnic jokes;
- Religious slurs;
- Use of offensive "slang" or derogatory terms or slurs denoting race, age, national origin, disability, etc.;
- Mimicking one's speech, accent or disability;
- Derogatory comments regarding any legally protected status or characteristic; or
- Any other conduct that might create or contribute to a hostile or offensive working atmosphere.

Moreover, the use of profane, foul, obscene, insulting, abusive or crude language, and the like, even if spoken or written in non-standard English or a foreign language, bullying, or the making of threats is considered disrespectful, demeaning and abusive behavior and will not be tolerated.

### **Dating/Sexual Relationships with Co-workers**

Management and supervisory employees in particular must avoid placing themselves in situations where even the appearance of harassment or improper conduct is a possibility. To avoid potential conflicts and misunderstanding in the workplace and to minimize the risk of violating any laws, all employees with supervisory authority are strictly prohibited from dating or otherwise engaging in any dating, romantic or sexual relationship with any employee they are responsible for supervising in any way.



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In the event such a dating, romantic or sexual relationship does develop between a manager or supervisor and a subordinate employee, it must be immediately reported to the Human Resources Department who will take appropriate action including: (1) requiring written confirmation from both involved parties of the consensual nature of the relationship; and (2) taking any action deemed necessary to prevent the appearance or occurrence of conflicts of interest, favoritism, or sexual harassment, which action may include, but is not limited to reassignment, demotion, or termination of employment.

While SEMCA does not prohibit co-workers from dating other co-workers, SEMCA strongly discourages such relationships given the frequent problems that result from such relationships. In addition, SEMCA absolutely prohibits its employees from dating or having any kind of romantic or sexual relationship with any SEMCA service provider, vendor or beneficiary/program participant, since relationships of this nature may also result in serious problems.

**Reporting Discrimination/Harassment/Retaliation**

Any employee who believes this policy has been violated must immediately report all concerns to the Human Resources Manager at 734-229-3526, SEMCA's Equal Opportunity ("EO") Officer at 734-229-3506, or his or her supervisor. If the concern involves a supervisor or manager's conduct, it must be reported directly to the Human Resources Manager, EO Officer, or to SEMCA's Chief Executive Officer ("CEO") at 734-229-3502. SEMCA management must be made aware of the situation so that it can conduct a prompt and impartial investigation and take appropriate action to address the situation. Additionally, if the employee feels comfortable, he or she may immediately inform the perpetrator of the conduct that is unwelcome and needs to stop. It is helpful, but not required, to provide a written record of the date, time and nature of the incident(s) and the names of any witnesses.

Any employee who witnesses or suspects any violation of this policy must also immediately report the matter as described above. It is the duty of all employees to cooperate in the enforcement of this policy.

SEMCA is committed to taking prompt and decisive measures concerning complaints. When an investigation confirms a violation of this policy, appropriate corrective action will be taken, up to and including termination of employment for any employee violating this policy, and appropriate action for any non-employee violating this policy. SEMCA will endeavor to treat complaints confidentially, and release information only to individuals who need to know, although enforcement of this policy will be the paramount consideration.



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SEMCA will not tolerate any retaliation against any individual who brings a good faith complaint to our attention; even if the investigation shows that no discrimination, harassment or retaliation occurred. Further, SEMCA will not tolerate any retaliation against any individual who in good faith has participated in an investigation. Any employee who believes retaliation has occurred must immediately report the conduct through the identified reporting mechanisms described above.

Approved by:  4/22/20  
Chief Executive Officer Date