

LexMedia SEXUAL HARASSMENT POLICY

Lexington Community Media Center, Inc. (LEXMEDIA) is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based upon an individual's sex or any legally protected characteristic will not be tolerated. All employees and members of LEXMEDIA must understand that it is essential to maintain professional, friendly and cooperative working relationships at LEXMEDIA. Sexual harassment is a form of misconduct that is demeaning to another person, undermines the integrity of the employment or membership relationship and is strictly prohibited.

It is against the law, as well as a violation of LEXMEDIA policy, for any LEXMEDIA employee to sexually harass another employee, LEXMEDIA member or member of the public with whom the employee comes in contact on the job. Any employee found to have engaged in sexual harassment in violation of this policy is subject to disciplinary action up to and including termination of employment.

Sexual harassment of a member of LEXMEDIA by another member of LEXMEDIA, while on LEXMEDIA facilities, is a violation of LEXMEDIA policy. Any member found to have engaged in sexual harassment against another member in violation of this policy is subject to disciplinary action including temporary suspension or permanent termination of membership privileges.

WHAT IS SEXUAL HARASSMENT

There are essentially two types of sexual harassment:

"QUID PRO QUO" harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or membership status at LEXMEDIA; or submission to or rejection of such conduct is used as the basis for employment decisions such as hiring, promotions, compensation, etc. or affects the treatment of a member in regard to the privileges of membership.

"HOSTILE ENVIRONMENT" harassment exists when the unwelcome verbal or physical conduct of a sexual nature has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, humiliating or offensive workplace or environment.

In many cases, what is acceptable or appropriate behavior to one person is

offensive to another. Behavior can cause offense to those directly involved as well as to those whom may overhear or learn of such behavior. Employees and members of LEXMEDIA should be sensitive to the diversity of viewpoints and be responsive to any indications from others in the environment that the behavior has been perceived as offensive.

Among the types of conduct which can constitute sexual harassment are:

- Discussion of sexual activities and/or interests;
- Jokes or stories of a sexual nature;
- Referring to an individual using demeaning or inappropriate language;
- Parties or other celebrations that feature cards, gifts, cakes, other food item or performances of a sexual nature;
- Touching or commenting on any traditionally sexual part of a person's body;
- Inviting an individual to engage in social or sexual activities after being informed that the individual is not interested;
- Touching a person in a traditionally nonsexual area of the body after being informed that such contact is not welcome.

It is important to remember:

- A man or woman may be a harasser.
- Harassment may take place between individuals of the same gender.
- The harasser does not have to be the supervisor of the person harassed.
- The one who is harassed does not necessarily have to be the one to whom the remarks or conduct are directed but may be someone whose ability to work is adversely affected by the intimidating or hostile work environment created by the conduct directed to third parties.
- The harasser or the one harassed can be a member of the public, a LEXMEDIA employee or a LEXMEDIA member.

COMPLAINT PROCESS

Complaints of sexual harassment should be reported immediately so that they may be addressed promptly. The following process is designed to protect the rights of both the complaining party and the accused.

If you believe that you are being sexually harassed, or have witnessed sexual harassment at LEXMEDIA, you should immediately speak with the Executive Director. Depending upon the severity of the allegations, he/she may attempt to resolve the situation informally, or may request that you file a formal, written complaint. If the Executive Director pursues the informal course, he/she will speak with the individual alleged to have engaged in harassing conduct in an attempt to resolve the situation. If you are not satisfied with the resolution, you

may file a formal, written complaint with the Executive Director. The filing of a formal complaint will result in the initiation of a formal investigation.

If, after appropriate investigation, the Executive Director concludes that an employee has engaged in sexual harassment, disciplinary action, up to and including termination may be imposed. If the Executive Director concludes that a member has engaged in sexual harassment, the member may be suspended, temporarily or permanently, depending upon the nature of the harassment.

If either the employee or member accused of harassment or the complaining employee or member is not satisfied with the action taken by the Executive Director, he/she may appeal that decision to the Personnel Committee of the Board of Directors. The Committee, in its discretion, may refer the matter to the full Board. The action of the Board of Directors or the appropriate committee shall be final and binding.

If the complaining party believes that it is inappropriate for the initial complaint to be made to the Executive Director, he/she may bring the matter in the first instance to the appropriate committee (Personnel or Membership) of the Board of Directors, whose action shall be final and binding.

Employee Signature

Date