

# Sexual Harassment Prevention Policy

So Cal Dental Partners is committed to providing a workplace free from unlawful harassment and discrimination of any kind, including unlawful sexual harassment and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, gender, age, or sexual orientation, or any other characteristic protected by state or federal employment discrimination laws.

Sexual harassment is defined by the California Fair Employment and Housing Act as harassment based on sex or of a sexual nature, gender harassment, and harassment based on pregnancy, childbirth, or related medical conditions. It includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser.

Retaliation is also against the law and this policy prohibits retaliation of any kind against individuals who resist or reject unlawful behavior, report any incidents of harassment or perceived harassment, or participate in an investigation.

Unlawful sexual harassment can include unwelcome sexual or gender-based conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment. Common examples include:

- Verbal or written conduct such as derogatory comments, slurs, epithets, notes, messages, invitations, email or jokes
- Visual conduct such as leering, gesturing, sexually suggestive pictures, posters, or calendars; Internet or email material that contain sexually explicit or suggestive pictures, cartoons or pornography
- Physical conduct such as unwelcome touching, hugging, or blocking someone's path in an inappropriate or sexual way
- Unwanted romantic conduct such as sexual advances, invitations, or attention

This policy applies to all employees, volunteers, and agents of the employer, including supervisory and non-supervisory employees, and it applies to all phase of employment. It also applies to protect employees in the workplace from unwelcome conduct by non-employees, and all reasonable actions will be taken to protect employees from the actions of contractors, suppliers, clients, and others.

## **So Cal Dental Partners-Sexual Harassment Prevention Policy, Continued.**

While it is not the intent of this policy to regulate the social interaction or relationships freely entered into by employees, there will be zero tolerance for unwelcome conduct that violates this policy.

Prevention is the best way to eliminate sexual harassment in the workplace. All new employees, managers and supervisors will receive information on sexual harassment prevention, as well as a copy of this policy when they are hired, and will receive ongoing training throughout their employment.

Any employee who believes he or she has been illegally harassed by a coworker, supervisor, agent of the employer, or by anyone else in the workplace, should promptly report the problem his or her supervisor, or to the supervisor's supervisor if necessary, or to the human resources department.

It is the responsibility of every employee to immediately report any violation or suspected violation of this policy.

All complaints will be taken seriously and will be immediately investigated. If a violation of this policy has occurred, appropriate action will be taken to correct the problem, and when warranted, disciplinary action (up to and including termination) will also be taken.

If you have any questions about his policy please talk with your supervisor, or with the human resources department at 949-600-7046.