

## **Sewa Senior Care**

### **Sexual Harassment and Retaliation Policy**

#### **Purpose:**

Sewa Senior Care is committed to providing a workplace free from sexual harassment and retaliation. This policy outlines our procedures for addressing complaints of sexual harassment and retaliation, ensuring all employees understand their rights and responsibilities under the Illinois Human Rights Act.

As part of our commitment to creating a fair and respectful work environment, Sewa Senior Care complies with Section 2-102(K)(1) of the Illinois Human Rights Act by ensuring that notices summarizing employees' rights to be free from unlawful discrimination and sexual harassment, and to certain reasonable accommodations, are conspicuously posted on the employer's premises. These notices are located where notices to employees are customarily posted and include information on how to file a charge of discrimination. This is part of our ongoing effort to inform our employees of their rights and the resources available to them."

#### **Scope:**

This policy applies to all employees, applicants for employment, interns (both paid and unpaid), contractors, and persons conducting business with Sewa Senior Care, regardless of their position or the nature of their contract.

#### **Policy:**

##### **1. Prohibition of Sexual Harassment:**

Definition: Sexual harassment constitutes any unwanted sexual advances, requests for sexual favors, or any visual, 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.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples: Examples include, but are not limited to, lewd comments, sexual jokes, unwanted touching or assault, displaying sexually explicit images, and other visual or physical conduct of a sexual nature.

## 2. Prohibition of Retaliation:

Protection: No employee shall be subject to retaliation for making a good faith complaint of sexual harassment or for participating in an investigation, proceeding, or hearing regarding such a complaint.

Acts of Retaliation: Retaliation includes, but is not limited to, employment actions affecting salary, promotion, job duties, work schedules, and other conditions of employment or career development.

## 3. Complaint Procedure:

Immediate Reporting: Employees who believe they have been sexually harassed or retaliated against are encouraged to report such incidents immediately to their supervisor, Human Resources, or any member of management they feel comfortable approaching.

Investigation Process: Upon receiving a complaint, Sewa Senior Care will promptly and thoroughly investigate the matter, ensuring fairness and confidentiality to the extent possible. The investigation will be conducted in accordance with our established procedures, which include interviews with both the complainant and the accused, as well as any witnesses.

Resolution: If the investigation confirms that sexual harassment or retaliation has occurred, Sewa Senior Care will take effective remedial action commensurate with the severity of the offense. This may include counseling, training, disciplinary action up to and including termination of the offender, and/or any other steps necessary to stop the harassment and prevent its recurrence.

## 4. Training and Communication:

**Training:** Sewa Senior Care is committed to providing comprehensive sexual harassment prevention training to all employees on a periodic basis, adhering to the requirements set forth under Section 109(B) of the Illinois Human Rights Act. As part of this commitment, we utilize the model sexual harassment prevention training program published on the Department's website. This training is mandatory for all employees and must be completed annually to ensure everyone is informed about their rights and responsibilities regarding preventing and addressing sexual harassment in the workplace.

**Initial Training for New Employees:** All new hires are required to complete the sexual harassment prevention training within their first 30 days of employment. This initiation into our workplace culture underscores our zero-tolerance policy towards sexual harassment.

**Annual Refresher Training:** Every employee at Sewa Senior Care must undergo annual refresher training to keep abreast of any changes in the law and to reinforce the importance of a harassment-free workplace.

**Specialized Training for Supervisors and Managers:** Supervisors and managers receive additional specialized training that focuses on recognizing signs of sexual harassment, handling reports of harassment effectively, and ensuring that they fulfill their legal and ethical responsibilities to prevent and address harassment within their teams.

**Communication:** The details of this training, including its scheduling and compliance requirements, are clearly communicated to all employees upon hiring and at regular intervals throughout the year. This policy is openly posted in common areas and is also available on the company website and intranet to ensure easy access for all staff members.

## 5. Responsibility and Enforcement:

**Human Resources Department:** The HR department holds the responsibility of ensuring that all training sessions are conducted as per the guidelines and that all employees, including new hires, complete the training in a timely manner. The HR department also maintains records of completed trainings to ensure compliance and readiness for any audits by state regulators.

## 6. Documentation and Record-Keeping:

Tracking Completion: A record of all employees who have completed the required training is maintained by the Human Resources department. These records are kept for a minimum duration as specified by state law to ensure that there is proof of compliance should it be required during inspections or legal proceedings.

Certification of Completion: Employees are provided with a certificate or digital badge upon the completion of their training which can be added to their personnel files.

## 7. Responsibility for Implementation and Monitoring:

Human Resources Department: The HR department is responsible for the implementation, administration, and monitoring of this policy. This includes maintaining records of complaints and their resolution, and providing ongoing support for compliance with this policy and the Illinois Human Rights Act.

## Conclusion:

This policy affirms Sewa Senior Care's commitment to a workplace free from sexual harassment and retaliation. It aligns with our broader commitment to ensure all employees work in a safe, respectful, and dignified environment.