



Homestead Training Center
11700 SW 304th ST
Homestead, FL 33033

Anti-Harassment Policy

Policy brief & purpose

This anti-harassment policy details our dedication to fostering a professional environment where every staff member feels secure and valued. HTC maintains a zero-tolerance stance regarding intimidation, humiliation, or any form of workplace sabotage. Furthermore, we strictly prohibit all unlawful discrimination concerning age, ancestry, color, disability, sex, ethnicity, gender (encompassing identity and expression), national origin, pregnancy, race, religion, genetic data, or sexual orientation.

Scope

This workplace harassment policy applies to all employees, contractors, public visitors, customers and anyone else with whom employees come into contact at work.

Policy elements

Definition of harassment in the workplace: Workplace harassment encompasses behaviors such as intimidation, bullying, explicit verbal affronts, harmful rumors, or victimization. While providing a comprehensive catalog is impossible, we classify the following behaviors as harassment:

- [Sabotaging someone's work on purpose.]
- [Engaging in unwanted advances of any nature.]
- [Commenting derogatorily on a person's ethnic heritage or religious beliefs.]
- [Starting or spreading rumors about a person's personal life.]
- [Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job against their will.]

Sexual harassment is a particular form of harassment which includes unwelcome behavior or advances of a sexual nature. Sexual harassment is illegal and strictly prohibited at HTC. We will carefully investigate relevant reports. If an employee has engaged in sexual harassment, they will be terminated.



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How to Address Harassment

If you're being harassed, whether by a colleague, supervisor, customer or vendor, you can choose to talk to any of these people:

- **Offenders:** If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is appropriate for cases of minor harassment (e.g. inappropriate jokes between colleagues.) Avoid using this approach with customers or stakeholders.
- **Your manager:** If customers, stakeholders or team members are involved in your claim, you may reach out to your manager.
- **HTC management:** If the source of the harassment is your supervisor, you may always bring your concerns directly to the top management at HTC.

Disciplinary actions

Punishment for harassment depends on the severity of the offence and may include counseling, reprimands, suspensions or termination.

-----CUT HERE-----

By signing below, I confirm that I have been provided with and have reviewed the HTC Anti-Harassment Policy. I have sought and received clarification from my supervisor regarding any inquiries concerning these standards. I hereby acknowledge my obligation to comply with the regulations set forth in this policy during my tenure.

Print Name: _____ Signature: _____

Date: _____