

Harassment Free Workplace

**Car Wash Enterprises, Inc.
Anti-Harassment**



Harassment Free Workplace

- Car Wash Enterprises is committed to a harassment free work environment.
- All employees are expected to conduct themselves in a business-like and professional manner and not engage in harassing behavior.

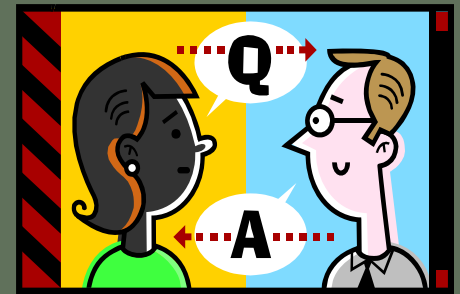


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- Policy 17.0 in the Employee Handbook references, harassment and outlines types of prohibited conduct and procedures for reporting and investigating prohibited conduct.
- All employees are expected to read section 17.0 of the Employee Handbook, Anti-Harassment.

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- This power point presentation provides additional information about a harassment free workplace.
- If you have questions after viewing this presentation and reading the policy, please contact your supervisor or manager.





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Workplace Harassment is...

Unwelcome, unwanted or offensive conduct based on or because of an employee's protected class status.



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Examples of workplace harassment include:

- An employee repeatedly addresses coworkers with derogatory comments or stereotypes related to their race or religion.
- An employee tries to get a coworker to resign by spreading untrue, malicious gossip about the coworker, because of the coworker's disability.



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Sexual Harassment is...

Unwelcome, unwanted, or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of the individual's employment; or is used as a basis for any employment decision (granting leave requests, promotion, favorable performance appraisal, etc.); or
- The conduct is unwelcome, unwanted, or offensive and has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile or offensive working environment.



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Examples of sexual harassment include:

- A supervisor telling a subordinate employee that if he/she accompanies the supervisor for a weekend get-away, the supervisor might be able to arrange for some paid time off for the employee, or look into a promotion for the employee.
- A person in authority threatening to discredit a subordinate employee if they won't attend a party with them after work.

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- Any employee believing they have been subjected to workplace harassment or sexual harassment should report that behavior to their immediate manager or supervisor. If he/she is involved, then report to the next level.
- A complaint may be made verbally or in writing.





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Why is it important for employees to report workplace harassment and sexual harassment?

Answer

- Workplace harassment and sexual harassment can cause:
 - Employees to be hurt emotionally
 - Productivity to go down
 - Absenteeism to go up
 - The work of the company to be jeopardized
 - Employees to be fearful of others
 - Workplace morale to be reduced
- When management knows about the problem it can be corrected.
- Workplace harassment and sexual harassment must be stopped!



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Why do employees hesitate to report workplace harassment and sexual harassment?

Answer

- Fear of losing their job
- Fear of retaliation
- Fear of getting someone into trouble
- Fear of disrupting the workplace
- Fear of being accused of having no sense of humor
- Fear of being embarrassed
- Fear of feeling like “less of a man/woman”
- Fear of not being believed. Harassment is generally subtle and inconspicuous.



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What can a supervisor do to help employees feel safe reporting workplace harassment and sexual harassment?

Answer

- Set an example of respectful workplace behavior.
- Have clear expectations that workplace harassment and sexual harassment are not tolerated.
- Have a clear mechanism for reporting; including the ability to report to another member of management should the supervisor be the accused.
- Take immediate steps to stop inappropriate behavior or conduct as it occurs or is reported.
- Guard against retaliation.
- Handle investigations as discretely and confidentially as possible.
- Be sensitive to the feelings of all involved. It is not easy for the complainant, the accused or anyone participating in an investigation.



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- Once a complaint of workplace harassment or sexual harassment is made, the company must promptly investigate the complaint.
- Complaints are taken seriously and are confidential to the extent possible.
- Employees are expected to cooperate with an investigation and keep information regarding the investigation confidential.



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- The complainant and the accused will be notified individually when an investigation is concluded. They will be told if any part of the complaint is substantiated. The complainant will not be told specifics of any action taken against the accused.
- Employees engaging in conduct in violation of this policy may be subject to disciplinary action, up to and including dismissal.



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- An employee who harasses another employee because of their protected class status, or sexually harasses another employee, while away from the workplace and outside of working hours, may be subject to the provisions of this policy if that conduct has a negative impact on the environment at work and/or working relationships and/or the employer's business.
- Even consensual relationships can impact the work environment when one party decides they no longer wish to participate.
- Supervisor/subordinate relationships can also impact the work environment because of actual or perceived preferential treatment.



Discrimination and Harassment Free Workplace

- If a complaint involves the conduct of a temporary worker or contractor, management will address the problem behavior and require prompt, appropriate action.
- If a complaint involves the conduct of a customer, or visitor, the company will follow its same procedures and take prompt, appropriate action.



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- Retaliating against employees who file complaints, participate in investigations, or report observing discrimination, workplace harassment or sexual harassment is prohibited.
- If an employee believes they have been retaliated against, the employee should report the retaliatory behavior to their supervisor, manager, Area Manager or General Manager.
- Complaints of retaliation will be investigated promptly.

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Together we must work to create and maintain a work environment that is free from workplace harassment and sexual harassment.

