



Association of Professional and Technical Administrators

Anti-Harassment Policy

APTA wants all employees to feel safe and secure at all work locations. APTA acknowledges there may be a time when an employee feels as if someone or something is infringing on that feeling of safety and security.

Harassment is defined as behavior consisting of verbal, non-verbal or physical conduct which ridicules, degrades, etc., a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, gender identity or expression, disability, other personal identifying characteristics and/or religious preference.

Sexual Harassment is harassment of a sexual nature.

Prohibited harassment exists when the conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of substantially or unreasonably interfering with an employee's development or performance; or
- Otherwise adversely affects an employee's work opportunities.

Examples of general harassment include but are not limited to behaviors that ridicule, degrade, or harass a person because of his/her actual or perceived race, color, national origin, age, sex (including non-conformity to gender stereotypes), sexual orientation, gender identity or expression, disability, and/or religious preference such as:

- Unwelcome comments; ethnic, racial or anti-gay slurs and jokes; threats;
- Cartoons, graffiti, posters, visuals, etc., with offensive connotations, though nothing in this regulation shall be interpreted to prohibit use of such materials for genuine work purposes;
- Sabotage, criticism, unreasonable monitoring of an employee's work, etc.; and/or
- Hitting; intentionally blocking the path of; body, hand or facial gestures or contact.

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, nonverbal or physical conduct of a sexual or gender-directed nature when:

- Submission is made either explicitly or implicitly a term or condition of an employees' employment progress;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that employee's evaluations, work load or work environment; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's job or of creating an intimidating, hostile or offensive work environment.

An "intimidating, hostile or offensive work environment" means an environment in which:

- Any unwelcome behavior with sexual connotations makes an employee feel uncomfortable, humiliated, or embarrassed, or
- Any aggressive, harassing behavior in the workplace directed toward an individual based on his/her sex and interferes with his/her ability to perform in their work environment.

The following are some examples of sexual harassment or intimidation:

- Sexual advances that are unwanted (this may include situations which began as reciprocal, but later ceased to be reciprocal).
- Sexual gestures, verbal abuse, sexually-oriented jokes, innuendos or obscenities.
- Displaying of sexually suggestive objects, pictures, cartoons, or posters.
- Sexually suggestive letters, notes, threats, or invitations.
- Benefits effected in exchange for sexual favors.
- Physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- Hazing, or daring to engage in unsafe practices.

APTA supports an environment that is free from harassment and intimidation in order to best promote a safe, comfortable work environment. APTA members are encouraged to report harassment to their supervisors and / or the APTA Board immediately.

The undersigned APTA board members adopt and approve this association policy on June 4, 2014.

Brain Moll, President

Darcy Burton, Vice President

Jordan Howell, Secretary

Rob Luna, Treasurer

Linde Pirtle, Psychology Representative

Mike Boster, Pro Tech Representative

D'Lisa Crain, Past President