
LIVING ISLANDS NON-PROFIT POLICY

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Printed July, 2013

Sexual Harassment Policy

Living Islands Non-Profit

Prepared by
Living Islands Non-Profit
Lake Oswego, Oregon

Living Islands is an educational nonprofit organization serving the community of the Republic of the Marshall Islands. We are dedicated to providing island residents with critical assistance and resources that will enable them to sustainably modernize certain key elements of their societies while simultaneously protecting their prevailing cultures and natural assets. By connecting Marshall Islands residents with educators, scientists, and citizens across the world, we are working to engender an open exchange of ideas and valuable community programs.

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Issued by Living Islands Non-Profit, a not for profit organization registered in Oregon, United States of America.

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Available to the public from
Living Islands Non Profit
P. O. Box 213
Lake Oswego, OR 97034

Telephone: (360) 539-5348
Facsimile: (360) 539-5348
E-Mail: info@livingislands.org
Online: <http://www.livingislands.org/>

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SEXUAL HARASSMENT POLICY

It is the policy of Living Islands (Legal Name: Living Islands Non-Profit) that all employees are responsible for ensuring that the workplace is free from sexual harassment. Because of Living Islands strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: submission to the harassment is made either explicitly or implicitly a term or condition of employment; submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or the harassment has the purpose or effect of unreasonably interfering with an individuals work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, should first clearly inform the harasser that his/her behavior is offensive or unwelcome and request that the behavior stop. if the behavior continues, the employee must immediately bring the matter to the attention of his/her supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisors immediate supervisor, the department personnel officer, or the employee relations coordinator, who can be reached at (971-533-4241).

If a supervisor or personnel officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension, an investigation will be conducted by Living Islands. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include termination. if the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including termination.

If an employee is dissatisfied with managements response to his/her complaint, he/she may contact the Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Ste 1045, Portland, OR 97232, Phone: (971) 673-0824, Email: bolita@boli.state.or.us

Living Islands recognizes the Oregon State definition of sexual harassment. For more information, please visit: http://www.oregon.gov/boli/TA/pages/t_faq_tasexhar.aspx

**THIS NOTICE IS TO BE POSTED IN
ALL LIVING ISLANDS OFFICES AND LOCATIONS**

