

## **Sexual Harassment Policy**

ISI strives to maintain a safe and respectful work environment; we strongly oppose sexual harassment and inappropriate sexual conduct. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made explicitly or implicitly a term or condition of employment or relationship with ISI;
- submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All team members are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct is expressly prohibited. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form such as cartoons, posters, calendars, notes, letters, or email
- Verbal form such as comments, jokes, foul or obscene language of a sexual nature, gossip or questions about another's sex life, or repeated unwanted requests for dates;
- Physical gestures and other nonverbal behavior such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body. Direct any questions regarding this policy to your supervisor or the People Services Department.

Source: Handbook for Employees of International Students, Inc. v2014