

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION
GRAYSON, KENTUCKY

BOARD POLICY NO. 518

SUBJECT: SEXUAL HARASSMENT

I. OBJECTIVE

To define the term "sexual harassment"; to ensure that employees of GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION are neither subjected to, nor subject business associates to, sexual harassment; and to provide for disciplinary action for violation of this policy.

II. POLICY

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- B. Any and all activities which can be defined as sexual harassment are prohibited, and any and all activities which are described above are expressly prohibited.
- C. If an employee feels he or she has been subjected to any activity described above, whether by a supervisor, department head, president & ceo , fellow employee, customer, or any person calling upon the Cooperative, the employee should immediately file a written report detailing the incident. This written report should go through the following channels:
 1. The employee should notify his/her immediate supervisor, unless the immediate supervisor is involved.
 2. If the immediate supervisor is involved, then the violation should be reported to the department head or department manager.
 3. If the department head or department manager is in violation, then the incident should be reported directly to the President & CEO
 4. If the President & CEO is involved, the incident should be reported to the Chairman of the Board.
- D. The President & CEO will be promptly notified of any complaint (unless the complaint directly involves him/her). This reporting must proceed through the proper channels and all resulting investigations will be treated with confidentiality.

- E. This policy will be reviewed by each employee as frequently as necessary, but at least annually, to explain the provisions of this policy and the Cooperative's strong disapproval of sexual harassment.
- F. Each supervisor is responsible for maintaining a work place free from sexual harassment and for ensuring full dissemination of this policy to all employees.
- G. Any complaint will be investigated fully and any employee found to be responsible for sexual harassment as outlined above will be subject to discipline up to and including discharge. False accusations will be treated with the same degree of impact.
- H. The President & CEO shall have the power to appoint a special committee consisting of not more than five (5) persons which shall investigate the facts and circumstances surrounding each complaint made pursuant to this policy and arrive at a determination as to whether this policy was violated. This committee shall formulate procedures for the investigation and determination of any such complaint.

III. RESPONSIBILITY

It shall be the responsibility of the President & CEO to enforce this policy and recommend to the Board of Directors any changes deemed desirable.


Roger L. Trent, Chairman


Bill E. (Eddie) Martin, Secretary/Treasurer

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