

1 General Employment

101 Policy Against Sexual Harassment, Other Harassment and Discrimination

PPC believes that each employee, union and non-union alike, should be able to work in an atmosphere free of discriminatory intimidation based on sex, as well as intimidation based on race, color, age, religion, sexual orientation, national origin, or disability. PPC recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex and from peers as well as supervisors. Therefore, it is the goal of PPC to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace will not be tolerated. For purposes of this policy, “workplace” may be defined to include PPC’s plant, offices, as well as PPC-sponsored social events, work-related travel and similar events related to your employment.

Federal and State Law

Sexual harassment is against the law. Title VII of the Civil Rights Act of 1964 is the specific federal law prohibiting sexual harassment. It is also prohibited by the Connecticut Fair Employment Practices Act, Conn. Gen. Stat. 46-60.

What is Sexual Harassment?

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

1. Submission to conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
2. Submission to a 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 substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples Include:

1. Offering employment benefits or giving preferential treatment in exchange for sexual favors;
2. Retaliation against or getting someone back who turns down sexual advances;
3. Leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, calendars, magazines, or posters;
4. Whistling and catcalls, making or using derogatory or sexual comments, epithets, slurs, or jokes, referring to another person as “doll,” “babe,” “honey,” or a name of this type;

5. Verbal sexual advances or propositions, including repeated and unwanted requests for a date;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
7. Obscene or sexually oriented computer or phone mail messages, suggestive or obscene letters, notes or invitations;
8. Physical conduct such as touching, an unwanted neck and shoulder massage, assault, impeding or blocking movements; and
9. Repeated and unwelcome comments about one's physical appearance or attire.

Complaints of Sexual Harassment

Any employee who believes that she/he has been subject to sexual harassment, has the right to file a complaint. This may be done in writing or orally. The employee should immediately contact his/her direct supervisor. If the immediate supervisor is the alleged harasser or if the employee feels uncomfortable contacting his/her immediate supervisor she/he may contact any Director and/or Human Resources.

All complaints of harassment will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practical under the circumstances. The investigation may include a private interview with the person(s) alleged to have committed the sexual harassment.

Any employee who reports unlawful harassment or cooperates in the investigation or a complaint will be protected from retaliatory action.

If it is determined that inappropriate conduct has occurred, PPC will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose discipline.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, PPC will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as PPC deems appropriate under the circumstances.

Other Forms of Harassment

These procedures also apply to harassment based on other protected characteristics including a person's race, color, handicap, religion, national origin, marital status, ethnicity, age, sexual orientation and ancestry.

**SEXUAL HARASSMENT IS ILLEGAL
AND IS PROHIBITED BY
THE CONNECTICUT DISCRIMINATION EMPLOYMENT
PRACTICES ACT**

(Section 46a-60(a)(8) of the Connecticut General Statutes)

AND

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964

(Title 42 United States Code Section 2000e *et seq.*)

SEXUAL HARASSMENT MEANS "ANY UNWELCOME SEXUAL ADVANCES OR REQUESTS FOR SEXUAL FAVORS OR ANY CONDUCT OF A SEXUAL NATURE WHEN:

- (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 ANY INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL; OR
- (3) SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF SUBSTANTIALLY INTERFERING WITH AN INDIVIDUAL'S WORK PERFORMANCE OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT."

Examples of SEXUAL HARASSMENT include
UNWELCOME SEXUAL ADVANCES
SUGGESTIVE OR LEWD REMARKS
UNWANTED HUGS, TOUCHES, KISSES
REQUESTS FOR SEXUAL FAVORS
RETALIATION FOR COMPLAINING ABOUT SEXUAL HARASSMENT
DEROGATORY OR PORNOGRAPHIC POSTER, CARTOONS
OR DRAWINGS
Remedies for SEXUAL HARASSMENT include
CEASE AND DESIST ORDERS
BACK PAY
COMPENSATORY DAMAGES
HIRING, PROMOTION OR REINSTATEMENT

INDIVIDUALS WHO ENGAGE IN ACTS OF SEXUAL HARASSMENT MAY ALSO BE SUBJECT TO CIVIL AND CRIMINAL PENALTIES.

IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES, 450 Columbus Blvd Suite 2, Hartford CT 06103 (TELEPHONE NUMBER (860) 541-3400; TDD NUMBER (860) 541-3459, and Connecticut Toll Free 1(800)477-5737. Connecticut law requires that a formal written complaint be filed with the Commission within 180 days of the date when the alleged harassment occurred.