

COUNTIES OF WARREN AND WASHINGTON INDUSTRIAL DEVELOPMENT AGENCY

SEXUAL HARASSMENT POLICY

The Counties of Warren and Washington Industrial Development Agency, a New York public benefit corporation (the “Agency”), will not tolerate the sexual harassment of any person in the Agency by any other person, including, but not limited to, Agency staff, Agency members or officers, county personnel of the Counties of Warren and Washington or others working with the Agency in a contractual capacity. It is the Agency’s intention to provide a workplace free of sexual harassment in all forms.

Sexual harassment includes, but is not limited to, sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment.
2. Reaction to such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Examples of sexual harassment include, but are not limited to:

1. Verbal - Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions or threats.
2. Non-Verbal - Sexually suggestive objectives or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or obscene gestures.
3. Physical - Unwanted sexual contact including touching, pinching, brushing the body or pushing.

All Agency personnel, members and officers must comply with this policy and take appropriate measures to ensure that such conduct does not occur. Violations

of this policy will result in disciplinary action up to and including termination.

Complaint Procedures: Persons who believe that they or any other person(s) have been the subject of sexual harassment should immediately report the matter to the Chairman of the Agency. If the Chairman is not available, or if you are not comfortable in reporting your complaint to the Chairman, report the matter to Vice chairman, or to any other officer of the Agency. There will be no action taken against anyone who complains unless the accusation is intentionally false. Under no circumstances need the individual report the matter to the person being accused. The Agency will, to the extent feasible, maintain the confidentiality of such complaints. The Chairman, or in his/her absence, the Vice-Chairman, is responsible for the administration and the interpretation of this policy.

January 17, 2005

Ratified: February 14, 2011