

POPE SECURITY & INVESTIGATIONS, LLC-PSI

333 Johnston Loop Road
Jackson, TN 38301

TITLE	:	Sexual Harassment/Harassment
GENERAL ORDER NUMBER	:	004
ISSUE DATE	:	01/01/2016
AREA OF CONTROL	:	All Employees

I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for sexual Harassment/Harassment in PSI operations.

II. BACKGROUND

General Policy. It is the strict policy of PSI that Sexual Harassment or Harassment will not be tolerated in the workplace or at the duty assignment of any of our clients. All employees are responsible for monitoring their own behavior to ensure that they do not engage in behavior that may be perceived as sexual harassment or harassment. Violators of this policy will be subject to disciplinary action. All employees are encouraged to report any and all incidents of sexual harassment or harassment, regardless of who the offender may be, in accordance with the procedures outlined in this policy.

III. POLICY

1. For the purposes of this policy the following definitions are provided.

A. Harassment - Harassment includes, without limitation, verbal harassment based on race, sex, national origin, age, religion or handicap (i.e., derogatory statements or slurs); physical harassment based on race, sex, national origin, age, religion or handicap (i.e., assault or physical interference with normal work); and visual harassment based on race, sex, national origin, age religion or handicap (i.e., poster, pictures, or graffiti).

B. Sexual Harassment - Sexual harassment includes verbal, physical, and visual harassment but is not based on race, national origin, age, religion, or handicap. Sexual harassment may be in the form of sexual advances, requests for sexual favors, repeated flirtations, use of vulgar or degrading language, or the display of pornographic material in the workplace.

Reporting Procedures.

1

1. All employees are encouraged to confront the harasser immediately to resolve any issues. However, it is not necessary or required.
2. The Director will always be available to intervene on an employee's behalf. The Director must follow these procedures:
 - a. Meet with the alleged victim to determine the validity of any claim. Document this meeting in writing.
 - b. Meet with the accused harasser to determine why the behavior was displayed. Document this meeting in writing.
 - c. Take appropriate disciplinary action as necessary.

IV. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.

Scott Throckmorton
CEO/Owner

Date

