

RECREATION CENTERS OF SUN CITY WEST, INC.**POLICY STATEMENT - P2****Harassment**

Harassment is a particularly unpleasant and disturbing form of misconduct which interferes with work productivity and wrongfully deprives employees of the opportunity to work in an environment free from suggestive remarks, racial or religious slurs, physical or visual conduct or unsolicited and unwelcome sexual overtones.

Any type of harassment violates Association policy as well as the Federal Civil Rights Act and the Arizona Rights Act, and will not be tolerated.

If harassment has been reported to the Human Resource Department and a thorough investigation has been conducted and the Association deems that any form of harassment has occurred, effective remedial action will be taken according to the circumstances involved. An employee determined by the Association to be responsible for harassment of another individual will be subject to appropriate disciplinary action, up to and including termination even on the first offense.