

# Harassment Prevention Policy

PLEASE NOTE THAT COMPANY REFERS TO JUDICIARY OF GUAM  
AND PRESIDENT REFERS TO ADMINISTRATOR OF THE COURTS.

Our Company is committed to providing a respectful, harassment-free work environment. Harassment will not be tolerated for any reason, at any time, whether you're an employee, manager, supervisor or vendor. In addition to striving to prevent harassment, we will act promptly and thoroughly on any incident of harassment based on sex (including same-sex harassment), race, color, religion, national origin, citizenship, age, disability, or any other protected status.

## What Is Harassment?

Harassment can be physical, verbal, visual or sexual. It can occur in writing, by telephone, fax, e-mail, via the Internet, or through any other means of communication. Be aware that harassment of any form is prohibited, even if the person to whom it is directed appears to welcome the behavior or reciprocate it. Although your behavior may be acceptable to some, others who witness or become aware of the behavior may find it offensive.

## Employee Responsibility

Every employee has the right to be treated fairly and courteously in the workplace. Every employee also has the responsibility to treat coworkers in a manner that respects their individual differences. If you have doubts about whether a joke, comment or other behavior will embarrass, humiliate, degrade or offend someone, **DON'T SAY IT** or **DO IT**.

## Manager Responsibility

Every manager and supervisor is responsible for fostering and upholding a harassment-free workplace. Managers must set an example for appropriate workplace behavior, as well as deal with situations of harassment as soon as they become aware of them, regardless of whether there has been a formal complaint.

## The Consequences of Harassment

The Company takes complaints of harassment extremely seriously, and will conduct a prompt and thorough investigation of any complaint. Information obtained during the investigation process will be kept confidential to the extent possible under the circumstances.

If the investigation reveals that an employee engaged in, condoned, or otherwise participated in any form of harassment in violation of this policy, he or she is subject to disciplinary action, including immediate termination. Any employee who retaliates against a person for reporting harassment, or for cooperating with a harassment investigation, is also subject to disciplinary action, including immediate termination. In addition, legal liability may be imposed against individual offenders who engage in harassment or retaliation that violates federal, state or local laws.

## Prohibited Activities

- Unwelcome physical contact
- Invading one's physical space
- Damaging one's personal property
- Offensive gestures
- Unwelcome comments
- Offensive jokes
- Epithets
- Threats
- Insults or name-calling
- Negative stereotyping
- Inappropriate compliments
- Inappropriate flirtation
- Obscene letters or notes
- Possession or display of derogatory pictures or other graphic material
- Sexual propositions or advances
- "Cat calls" or whistling
- Possession or display of sexually explicit objects or pictures
- Exchange of sexual "gag" gifts
- Inappropriate discussion of one's sexual experiences or desires
- Inappropriate comments about an individual's body or appearance
- Sexual gestures
- Offensive e-mails, text messages or instant messages
- Demands or pressures (actual or implied) for sexual favors
- Continuing to express sexual or romantic interest after being informed the interest is not welcomed
- Making promises or suggestions (actual or implied) of preferential or adverse treatment as a result of one's acceptance or rebuttal of sexual advances
- Retaliating against an employee for refusing sexual advances
- Any other conduct or words that demean, stigmatize, intimidate, or single out a person because of his/her sex, race, color, religion, national origin, citizenship, age, disability or other protected status

## Reporting Procedure

If you feel you're being harassed, or if you've witnessed what you believe is harassment, you must bring your complaint to our attention. Do not assume that the Company is aware of it. **Report your complaint to one or more of the following individuals:**

**Name:** Linette M. Perez, EEO Officer

**Phone:** 475-3374

**Name:** Perry C. Taitano, Administrator of the Courts

**Phone:** 475-3544

**Name:** Barbara Jean T. Perez, HR Administrator

**Phone:** 475-3399/3422

When the investigation is complete, the Company will advise the person who reported the complaint and the alleged harasser of the outcome of the investigation. If you are not satisfied with the way your complaint is handled, you may report your concern to the President of our Company.

## Acknowledgment

By signing below, I acknowledge that I have read and understood the Company's Harassment Prevention Policy, and that I agree to abide by its terms during my employment with the Company. I also acknowledge that I have received a copy of the Harassment Prevention Policy to retain.

**Signature:** \_\_\_\_\_

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_