



Harassment Policy Statement:

Often, it's not the bad apples, it's the bad barrels that allow a culture of harassment to take root at any place of employment. To address this issue, Giving Kitchen encourages all commercial food service establishments to adopt a clear harassment policy, create a clear reporting structure and make sure your team knows harassment will not be tolerated.

Two pages of legal language isn't going to move the needle in the kitchen or on the floor, so we've boiled down talking points for you to share at lineup or staff meeting. Feel free to read this as it's written or to make it fit your own establishment's culture:

We value our authentic kitchen culture. We're salty. We're crass. We're not always politically correct. We joined food service because we're rough around the edges, and we love this life.

That does not give us permission to harass a coworker.

That does not give us permission to touch a coworker.

That does not give us permission to make unwanted advances towards a coworker.

That does not give us permission to demean, bully or intimidate a coworker.

This behavior has no place here and should be reported in writing or verbally to

_____.

Any questions?

Our full harassment policy is available in our employee handbook.

Standard Harassment Policy:

Harassment is verbal or physical conduct that denigrates or shows hostility toward an individual or conduct that creates an intimidating, hostile, or offensive working environment for an individual because of his/her sex, race, color, religion, national origin, age, disability or any other protected class. Harassment may include, but is not limited to, epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's sex, race, color, religion, national origin, age, disability, or any other protected class.

Sexual harassment includes any unwelcome sexual conduct (including sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature) that is either made as a condition of employment or that creates and offensive, intimidating or hostile work environment.

Sexual harassment can take many forms, including but not limited to:

1. (a) Unwanted or unwelcome physical contact or conduct of any kind, including, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact;
2. (b) Verbal abuse of a sexual nature, including sexual flirtations, advances, propositions, sexual innuendoes, sexually suggestive, insulting or graphic comments, noises, or sounds;
3. (c) Sexually explicit, suggestive or offensive jokes;
4. (d) Demeaning, insulting, intimidating, or sexually suggestive comments about an individual's dress, body, appearance, or personal life;
5. (e) The display or distribution in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects or pictures, including nude photographs, drawings, or magazine pictures;
6. (f) Demeaning, insulting, intimidating, or sexually suggestive written, recorded or electronically transmitted messages; and
7. (g) Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity.

Harassment does not have to be sexual or lewd in nature; it can include offensive remarks about a person's gender. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both the victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee or contractor, but a client or customer.

Complaint Procedure

Any employee who believes that he or she is being or has been harassed or discriminated against in violation of this policy should promptly go to his/her immediate supervisor or manager and, state the specific details of the harassing or discriminatory behavior. If the employee finds it difficult or uncomfortable to discuss such a matter with his or her supervisor or manager (or if the harassment or discrimination involves the supervisor or manager – a higher-ranking employee.)

The employee should report the incident to the supervisor who receives the report will document the allegations in writing.

Investigation and Confidentiality

We will listen to all complaints of harassment or discrimination, promptly investigate such complaints, and quickly apply appropriate sanctions that will end any offensive behavior. If it is determined that harassment or discrimination has occurred, we will also take appropriate disciplinary action, up to and including discharge of the offending party. Complaints of harassment or discrimination will be kept confidential to the extent possible. Employees are required to cooperate fully with any investigation of harassment or discrimination.

Prohibition of Retaliation

We will not retaliate against any employee because of complaints of harassment or discrimination or because of cooperation with any investigation. We will also not tolerate any retaliation by any employee as a result of an individual's complaint or participation in an investigation of a complaint. Retaliatory conduct may also be subject to discipline, up to and include discharge from employment. Any employee who believes retaliation has resulted from either the reporting of a complaint of harassment or discrimination or from participation in an investigation of such allegations should immediately report this to his or her supervisor.