

Sexual Abuse and Harassment

NJAC has a “zero-tolerance” with respect to unlawful sexual abuse and sexual harassment. NJAC explicitly prohibits any form of unlawful harassment based on race, religion, color, national origin, ancestry, sex, sexual orientation, marital status, veteran status, age (over 40) or disability. Sexual harassment is considered unlawful harassment and is defined for all employees in the Employee Handbook.

PREVENTION

1. All staff will be trained on the zero-tolerance policy of the agency.
2. Specifically, the following definitions for sexual abuse and sexual harassment will be articulated in annual training for all staff. Sexual misconduct and inappropriate behavior are defined as actions of a staff person that are not beneficial to the client and may be demonstrated through the following acts:
 - a) Initiating, encouraging, and/or participating in written communication between clients and staff that is not open and public such as sending secretive notes.
 - b) Spending too much time with a particular client or creating the perception of preferential treatment.
 - c) Spending time alone with clients beyond the requirements of the program.
 - d) Speaking too familiarly with clients or staff in the presence of clients discussing personal and /or private issues or events
 - e) Allowing clients to use “pet names” or “nicknames” for staff.
 - f) Being in an unassigned work area and/or visiting areas other than where assigned.
 - g) Participating in or staging communications or interactions with clients outside the normal communication process.
 - h) Showing aggressiveness against clients in the program.
 - i) Becoming overly protective or supportive of a client.
 - j) Using inappropriate language, gestures, or teasing at the workplace.
 - k) Touching clients in a manner that could be viewed as potentially inappropriate such as horseplay.
 - l) Failing to report incidents of sexual misconduct or inappropriate behavior.
 - m) Mentioning granting of favors or rewards to clients to endear clients, in or promote feelings of acceptance, or to receive gifts.
 - n) Encouraging a client’s involvement in sexually explicit or suggestive acts.

o) Aiding or assisting clients or staff in violating the conflict of interest policy.