

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
SEXUAL HARASSMENT GRIEVANCE PROCEDURE
BOARD POLICY NO. 205
Supersedes Policy # 61

SUBJECT: Sexual Harassment Grievance Procedure

OBJECTIVES: To establish a procedure for filing sexual harassment grievances

POLICY:

The Cooperative shall not tolerate any behavior by directors, employees/staff which constitutes sexual harassment of employees as defined in the Cooperative's Sexual Harassment Policy Statement. Because of the private nature of sexual harassment incidents, every effort will be made to resolve problems on an informal basis while keeping the nature and other specific information confidential.

This procedure shall be used for any grievance filed against an employee who is a member of the Union bargaining unit or for grievances filed by one management employee against another management employee. All grievances filed by a Union bargaining unit member against a management employee shall follow grievance procedures outlined in the current Union Contract.

Pre-take Procedure

Prior to accepting and investigating a complaint of sexual harassment, the grievant will be encouraged by the Manager or his designated representative to discuss the complaint with his or her department head to attempt to resolve the issue at the department level. If the grievant does not receive a satisfactory resolution of the complaint at the department level, he/she may file a complaint and initiate an investigation into the matter by contacting the manager or his designated representative and advising him/her of the complaint. If the grievance is against the manager, the Chairman of the Board shall be the designated representative.

Intake Procedure

The following procedures will be used by the Manager or his designated representative in investigating and attempting to resolve sexual complaints:

A. The grievant must notify the Manager or his designated representative of the complaint in person or in writing, within thirty days from the date the alleged sexual harassment took place. A written complaint shall include:

Step 1:

Notification: Name and department of grievant, date and description of alleged discrimination action; name(s) of person(s) responsible for the discrimination; and type of sought.

Step 2:

The Manager or his designated representative will meet with the grievant to review and clarify the issue, explain the grievance procedures and advise the grievant as to his/her rights.

Step 3:

The Manager or his designated representative will meet the parties concerned to seek resolution of the complaint informally within fifteen days.

Step 4:

If the grievance cannot be resolved informally, then the grievant shall be notified of their right to file a complaint with the New Mexico Human Rights Commission or pursue other remedies at law.

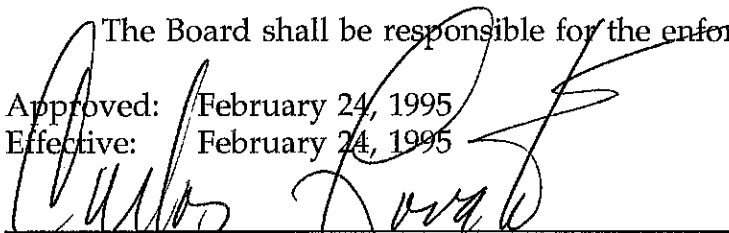
B. Retaliation

No employee will be discriminated against, harassed, intimidated or suffer any reprisal as a result of filing a complaint or participating in the investigation of a complaint, in any way.

The Board shall be responsible for the enforcement of this policy.

Approved: February 24, 1995

Effective: February 24, 1995



Board Secretary