

The Cleveland Psychoanalytic Center [CPC, the Center] is committed to providing a place for study and work that is free from sexual harassment. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is against the law and will not be tolerated.

### **The Center's Responsibilities Under This Policy**

If the Cleveland Psychoanalytic Center receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. The Center is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

The Center will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). The Center will also take the necessary steps to protect from retaliation those who in good faith report incidents of potential sexual harassment.

### **Members' and Employees' Rights and Responsibilities Under This Policy**

Any CPC member, student, or employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the member, student, or employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the individual involved is encouraged to report the unwelcome conduct as soon as possible to a responsible Center leader. This might be the President or Secretary of the Board of Directors, the EC chair, or the chair of Ethics or Patient and Colleague Assistance Committees.

All members and students of the CPC and its employees are required to comply with this policy. Further, all parties are expected to take appropriate measures to prevent sexual harassment.