



Inteli-Care LLC prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. Inteli-Care LLC provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or misconduct

Reporting Procedure: Immediately report suspected sexual abuse or misconduct to your immediate Supervisor or Office Manager. Employees can always report the incident to the Corporate Office if necessary. It is not required to directly confront the person who is the source of the report, question, or complaint before notifying any of the individuals listed. Inteli-Care LLC will take every reasonable measure to ensure that those named in the complaint of misconduct, or who are too closely associated with those involved in the complaint, will not be part of the investigative team.

Anti-retaliation and False Allegations: Inteli-Care LLC prohibits retaliation made against any employee, volunteer, board member or other person who lodges a good faith complaint of sexual abuse or misconduct or who participates in any related investigation. Making false or malicious accusations of sexual abuse or misconduct can have serious consequences for those who are wrongly accused. Inteli-Care LLC prohibits making false or malicious sexual misconduct allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination of employment and criminal prosecution.

Investigation and Follow-up: Inteli-Care LLC will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. The organization may utilize an outside third party to investigate the misconduct. Inteli-Care LLC will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. Inteli-Care LLC will make every reasonable effort to keep the matters involved in the allegation as confidential as possible while still allowing for a prompt and thorough investigation.

The following definitions or examples of sexual abuse, misconduct, or harassment may apply to any and/or all the following persons – employees, volunteers or other third parties. Sexual abuse, sexual harassment or misconduct may include, but is not limited to:

- Child sexual abuse – any sexual activity, involvement or attempt of sexual contact with a person who is a minor (under 18 years old) where consent is not or cannot be given.
- Sexual activity with another who is legally incompetent or otherwise unable to give consent.
- Physical assaults or violence, such as rape, sexual battery, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, brushing, massaging someone’s neck or shoulders and/or pulling against another’s body or clothes.
- Material such as pornographic or sexually explicit images, posters, calendars, or objects.
- Unwelcome and inappropriate sexual activities, advances, comments, innuendoes, bullying, jokes, gestures, electronic communications, or messages (e.g., email, text, social media, voicemail), exploitation, exposure, leering, stalking or invasion of sexual privacy.
- A sexually hostile environment characterized as comments or conduct that unreasonably interferes with one’s work performance or ability to do the job or creates an intimidating, hostile or offensive environment.
- Direct or implied threats that submission to sexual advances will be a condition of employment or affiliation with the organization.