

**MUSCOGEE NATION  
POLICY & PROCEDURES LETTER**

<b>Reporting Sexual Harassment/HR/Employee Advocate</b>	<b>3.00-Addendum A HUMAN RESOURCE MANAGEMENT September 2013</b>
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POLICY

- 1.01 The Muscogee Nation is committed to providing all employees with a work environment free of sexual harassment. Sexual harassment in any form is unacceptable. Any employee involved in sexual harassment shall be subject to disciplinary action, including discharge.
- 1.02 To promote this policy, the Muscogee Nation provides a mechanism to hear and resolve alleged cases of sexual harassment. Individuals subjected to sexual harassment are encouraged to use the sexual harassment complaint procedure.
- 1.03 When management is informed of possible sexual harassment, it is their duty to investigate the matter and put an end to any unwelcome and/or inappropriate behavior.
- 1.04 Policies and Procedures outlined in the Human Resource Management Manual shall be followed.

**Exception:** Any employee who feels the need to verbalize their complaint to another management unit outside of Human Resources shall have the option of filing the complaint with the designated **Employee Advocate**.

- 1.05 The designated **Employee Advocate** for the Muscogee Nation shall be the **Manager of the Family Violence Prevention Program**.

Approved: September, 2013  
Revised: