

**Sexual Harassment
Prevention Policy Notice**

**Sexual harassment is against the law.**

All employees have a legal right to a workplace free from sexual harassment, and Friendship Donations Network (FDN) is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, FDN has a sexual harassment prevention policy in place that protects you. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.

**If you believe you have been subjected to or witnessed sexual harassment, you are encouraged to report the harassment to a supervisor, manager or member of the FDN executive board so we can take action.**

**Our complete policy may be found online at: friendshipdonations.org/hr**

**Our Complaint Form may be found online at: friendshipdonations.org/hr**

**If you have questions and to make a complaint, please contact the FDN board president or vice president:**

* **Bruce Estes (****president@friendshipdonations.org****)**
* **Ken Finkelstein (****vp@friendshipdonations.org****)**

For more information and additional resources, please visit:

**www.ny.gov/programs/combating-sexual-harassment-workplace**