



Joseph Ryan
Ceo and Founder

Heaven-Sent Community Services and Veterans
Assistance

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Heaven-Sent Community Services and Veterans Assistance, Inc.

Sexual Harassment Policy

1. Purpose

Heaven-Sent Community Services and Veterans Assistance, Inc. (“Heaven-Sent” or the “Organization”) is committed to maintaining an environment that is free from sexual harassment. Sexual harassment is a form of unlawful discrimination and violates our values and our duty of care to clients, staff, and volunteers.

2. Scope

This Policy applies to:

- All employees, volunteers, and Board members.
- Contractors and vendors while on Heaven-Sent premises or at Heaven-Sent events.
- Clients and visitors while participating in Heaven-Sent programs.

It covers conduct in person, by phone, in writing, and through electronic means (including email, text, and social media) when connected to Heaven-Sent activities.

3. Definition of Sexual Harassment

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made an explicit or implicit condition of employment, volunteer placement, or participation in a program;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual; or
- Such conduct is so severe or pervasive that it creates an intimidating, hostile, or offensive environment.



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4. Examples of Sexual Harassment

Examples include, but are not limited to:

- Unwelcome sexual comments, jokes, or innuendo.
- Comments about a person's body, appearance, or sexual activities.
- Displaying or sharing sexually explicit or suggestive materials or images.
- Unwelcome touching, hugging, kissing, or other physical contact.
- Repeated requests for dates or romantic attention after being declined.
- Sexual propositions or threats related to status, benefits, or opportunities.

5. Reporting Sexual Harassment

Anyone who believes they have experienced or witnessed sexual harassment connected to Heaven-Sent should report it as soon as possible to:

- A supervisor or program lead,
- The Executive Director, or
- A designated HR or Board contact, if identified.

If the alleged harasser is the person to whom the report would normally be made, the report should be made to another listed contact. Reports may be made orally or in writing and will be handled sensitively.

6. Investigation and Response

- Heaven-Sent will promptly review and, where appropriate, formally investigate reports of sexual harassment.



We need to help... We just HAVE to help!

It's in our souls. Be the LIGHT that helps others see

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- Investigations will be conducted impartially and as confidentially as reasonably possible.
- If sexual harassment is substantiated, appropriate corrective and/or disciplinary action will be taken, up to and including termination of employment or volunteer service or removal from Board service.
- Heaven-Sent will take steps to protect reporting individuals and witnesses from retaliation.

7. Non-Retaliation

Retaliation against any individual who makes a good-faith report of sexual harassment or participates in an investigation is strictly prohibited and may result in disciplinary action, independent of the outcome of the underlying complaint.

8. Training and Awareness

As resources allow, Heaven-Sent will provide training and information to staff and volunteers about this Policy, how to recognize sexual harassment, and how to report concerns.

Adopted by the Board of Directors on the 8th day of January , 2026