

**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

C. Blackburn, Inc. is committed to maintaining a workplace free from sexual harassment.

Per New York State Law, C. Blackburn, Inc. 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 Suzan Porter so we**

**can take action.**

**Our complete policy and our complaint form may be obtained from your direct supervisor, or you can call the office to request a copy be emailed or sent to you by regular mail. It is also included in the new Employee Handbook. This policy will be uploaded to our website shortly. After you have read the policy, please sign the acknowledgement below and return to your supervisor with your next time sheets.**

**If you have questions and to make a complaint, please contact:**

Suzan Porter by phone at 845-756-2261 or by email at [suzanporter@cblackburninc.com](mailto:suzanporter@cblackburninc.com)

OR

Melinda Camardella by phone at 845-756-2261 of by email at officemanager@cblackburninc.com

For more information and additional resources, please visit:

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