

## **Discriminatory Harassment**

The Organization is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate unlawful harassment of our employees by anyone, including any leader, supervisor, co-worker, or third party. Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Harassment that affects job benefits, interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment will not be tolerated.

- Employees are expected to maintain a productive work environment that is free from harassing or disruptive activity. No form of harassment will be tolerated.
- Each person (regardless of position) has a responsibility to keep the workplace free of any form of harassment, in particular, sexual harassment. No person (regardless of position) is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or willingness to submit to sexual advances will affect the employee's terms or conditions of employment.
- Other sexually harassing or offensive conduct in the workplace, whether committed by a leader, management director, supervisor, non-supervisory employees, or non-employees, is also prohibited. Prohibited conduct includes, but is not limited to:
  - Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.
  - Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.
  - Demeaning, insulting, intimidating, or sexually suggestive comments about an individual.
  - The display in the workplace of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.
  - Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.

Any of the above conduct, or other offensive conduct, directed at individuals because of their race, color, religion, age, sex, national origin, disability status, genetics, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law is also prohibited.

All employees are responsible for helping to enforce this policy against harassment. Any employee who believes that a leader, supervisor, other employee, or non-employee's actions or words constitute harassment has a responsibility to report the situation as soon as possible. The report should be made to the employee's supervisor, a member of senior leadership, the Executive Director, or Board Chair.

All complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. Employees are required to cooperate in any investigation. A timely resolution of each complaint should be reached and communicated to the parties involved.

Any leader, supervisor, or employee who is found to have violated the harassment policy will be subject to appropriate disciplinary action, up to and including termination. The Organization prohibits any form of retaliation against employees for bringing bona fide complaints or providing information about harassment. However, if an investigation of a complaint shows that the complaint or information was intentionally false, the individual who provided the false information will be subject to disciplinary action, up to and including termination.