

## **Anti-Harassment Policy – an example**

*This example is not intended as legal advice. Your organizational goals, purpose, values, and bylaws should drive the creation of this document.*

### **XYZ Organization**

Adopted/Amended \_\_/\_\_/20\_\_

**XYZ Organization**, in keeping with federal and state law and good business practice, expressly prohibits any form of harassment based on race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, changes in marital status, pregnancy, parenthood, or status as a Vietnam-era or disabled veteran, or any other protected classification. **XYZ Organization** will not tolerate any prohibited harassment of the organization's employees.

### **Workplace harassment**

Workplace harassment can take many forms. It is not necessarily sexual in nature. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, calendars, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

### **Reporting**

If an employee experiences any job-related harassment based on his/her sex, race or another factor or believes that he/she has been treated in an unlawful, discriminatory manner, that person should immediately contact his or her supervisor. This should be done in writing. All reports will be promptly investigated with due regard for the privacy of everyone involved. If, after investigating, management believes that any of its employees have acted inappropriately, disciplinary action will be taken against the offending employee. If the alleged offender is the executive director of **XYZ Organization**, the complainant should contact the president of the board.

It is the policy of **XYZ Organization** for employees to have a working environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive. Any behavior of an employee which is not welcomed, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness may result in disciplinary action, up to and including termination.

### **Retaliation**

Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

## **Sexual Harassment**

Sexual harassment by supervisors, coworkers, customers, consultants, vendors, or volunteers is illegal and will not be tolerated. Unwelcome sexual advances, inquiries, request for sexual favors, derogatory verbal and visual displays, and verbal or physical conduct of a sexual nature constitutes sexual harassment. Additionally, sexual harassment also occurs when:

- Submission to such behavior is made explicitly or implicitly a term or condition of individual's employment or volunteer service; or
- Submission to or rejection of such behavior by an individual is used as the basis for decisions affecting the employee or volunteer; or
- Such behavior has the effect of interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

Sexual harassment is grounds for immediate termination. Any employee who feels this policy is being violated should report this to the executive director. In the event the executive director is the alleged harasser, the complainant should make a report directly to the president of the board.