

Harassment Prohibited

The Organization believes that all employees should work in an environment that is free of unlawful harassment and discrimination. All employees have the duty to prevent unlawful harassment at the workplace. Additionally, all employees are expected to conduct themselves in a way that fosters a comfortable, professional and respectful working atmosphere for other employees.

Harassment in general

Harassment based on race, sex, religious or spiritual beliefs, national origin, sexual orientation, age, disability, marital or veteran status, or any other protected status is a violation of organization policy and is strictly prohibited. While the following types of specific behavior may not necessarily constitute harassment, they are prohibited at the Organization: slurs, graffiti, negative stereotyping, racial, ethnic or religious or spiritual epithets, and written or graphic material that show hostility to an individual or group. This is not an exclusive list of behaviors that may violate this policy.

Sexual Harassment And Other Inappropriate Conduct

One type of prohibited harassment is sexual harassment. It can consist of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or that is otherwise based on gender when:

- a. submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- c. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any conduct that meets the above definition is prohibited at the Organization. This expressly includes explicitly or implicitly conditioning any term of employment (such as continued employment, wages, evaluation, advancement, time off, assigned duties or shifts) on the provision of sexual favors.

Sexual harassment may be difficult to recognize in certain circumstances. Although the following types of specific behavior may not necessarily constitute harassment, employees should not engage in them at the Organization: touching or grabbing a sexual part of any individual's body; touching or grabbing any part of an individual's body after that person has indicated or it is known that contact is unwelcome; continuing to ask a person on a date when that person has indicated that he or she is not interested; displaying or transmitting pornography; and using sexually vulgar or explicit language. This is not an exclusive list of behaviors that may violate this policy.

Procedures Relating To Violation Of This Policy

If you believe that you or another person may have been subjected to harassment or discrimination or if you believe that the conduct of any person at the workplace violates this policy, you are obligated to promptly report such conduct or statements to the President / Chief Executive Officer or her designee.

Your report will be investigated promptly. The Organization will protect the confidentiality of those involved to the extent that it is consistent with our need to examine good faith concerns or cooperate in an investigation under this policy. No person will be retaliated against by the Organization for good faith voicing of concerns or cooperating in an investigation under this policy. It is a serious violation of this policy for any employee to retaliate against any person because he or she reports a violation of this policy or has participated in an investigation.

All organization employees are required to comply with this policy. Violations of this policy will result in discipline up to and including termination with the Organization.