

# **Policy Against Harassment**

## **Prohibited Harassment**

The Coalition of Refuge Friends and Advocates (CORFA) is proud of its commitment to provide a collegial workplace in which all individuals are treated with respect and dignity. CORFA fosters a professional work environment and takes steps to prevent harassment of any kind. Harassment on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or any other characteristic prohibited by federal, state or local law is illegal and is a violation of CORFA policy.

CORFA prohibits harassment of its directors, volunteers, staff members or agents by anyone: other directors, volunteers, staff members, agents, vendors, visitors, or any other business contacts. CORFA directors, volunteers, staff members and agents similarly are prohibited from harassing directors, volunteers, staff members, agents, vendors, visitors, or any other business contacts. This policy applies at CORFA offices, and, also to CORFA-sponsored events, offsite meetings, business travel, and any other offsite locations where work is performed for CORFA.

## **Sexual Harassment**

The US Equal Employment Opportunity Commission has defined sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's position with CORFA; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct that may constitute sexual harassment includes, but is not limited to:

- Promising, directly or indirectly, a reward if an individual complies with a sexually oriented request;
- Threatening, directly, or indirectly, to take action against an individual if they refuse to comply with a sexually oriented request;
- Engaging in sexually suggestive physical contact, including touching another individual in a way that is unwelcome;
- Making unwanted sexual or romantic advances toward an individual, or persisting in such conduct despite the individual's rejection of advances;
- Abusive language related to an individual's sex, including sexual innuendoes and slurs;
- Suggestive, derogatory or insulting comments or sounds, including whistling and obscene gestures;
- Comments about someone's body;
- Jokes, cartoons, or pictures of a sexual nature or concerning gender-specific traits;
- Disparaging or demeaning comments about gender; and
- Words or pictures describing or displaying pornographic or sexually explicit material.

## **Other Prohibited Harassment**

Harassment based on protected categories other than sex is prohibited. Harassment based on categories other than sex can be defined as verbal or physical conduct that denigrates or shows aversion towards a protected group or against an individual because of membership in such a group, when conduct:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or

- Otherwise adversely affects an individual's employment opportunities.

Conduct that constitutes unlawful harassment on the basis of an individual's legally protected characteristics includes, but not limited to:

- Epithets, slurs, or negative stereotyping;
- Threatening, intimidating or hostile acts based on an individual's membership in a protected class;
- Denigrating jokes, cartoons or pictures based on personal characteristics;
- Display or circulation in the workplace of written or graphic material (including email) that denigrates or shows hostility or aversion towards an individual or group based on a protected category.

### **Complaint Procedure**

If any director, volunteer, staff member, or agent experiences, witnesses, or otherwise becomes aware of incident(s) of harassment or possible harassment, he or she should immediately report the incident(s) to his or her immediate supervisor, the President of the Board of Directors, or the Vice President, if necessary. All supervisors have an obligation to report all incidents of possible harassment that they experience, witness, or of which they become aware. Any supervisor who experiences, witnesses, or becomes aware of harassment and fails to report it to the President or, if appropriate, the Vice President, will be subject to appropriate disciplinary action, up to and including termination of employment.

### **Investigation Procedure**

All allegations of harassment will be investigated promptly, impartially, and thoroughly. Investigations typically will be conducted by the President or by his/her designee or other appropriate person. If necessary, the Vice-President may conduct the investigation. A complaining director, volunteer, staff member, or agent may be asked to put his or her complaint in writing, in order, to assist with the investigation. The investigation normally will include discussions with the complaining party, any other person who experienced or witnessed the alleged harassment, and the accused harasser. Relevant documents also may be reviewed.

If an investigation discloses that an individual has engaged in harassment or otherwise violated CORFA policy, that individual will be subject to appropriate disciplinary action which may include relinquishment of duties, reprimand, termination, and/or the reduction of compensation or demotion. Generally, the person who initiated the complaint will be informed of the outcome of the investigation. However, specific disciplinary action taken against any director, volunteer, staff member, or agent, as a result of the investigation will not necessarily be disclosed.

CORFA will protect the confidentiality of the complainant, witnesses, and the alleged harasser, except to the extent necessary to conduct a thorough investigation or to remedy a problem discovered as part of the investigation.

Directors, volunteers, staff members and agents are prohibited from retaliating against any person or other persons for filing a complaint of harassment or for cooperating in an investigation of such a complaint. Retaliation in any form against someone who complains of discrimination or harassment is strictly prohibited and will result in appropriate disciplinary action. CORFA will not tolerate any retaliation against anyone who, in good faith, reports an incident of alleged harassment or who cooperates in an investigation.

A copy of this Policy Against Harassment shall be furnished to each director, volunteer, staff member and agent, who is currently serving CORFA, by the Board of Directors. Each current director, volunteer, staff

member and agent shall sign the attached Acknowledgement and deliver the signed Acknowledgement to the President within two weeks of its adoption. Thereafter, the policy will be reviewed and signatures renewed by all CORFA directors, volunteers, staff members and agents within one month of the Annual meeting. A copy of this policy shall be distributed to any director, volunteer, staff member or agent serving CORFA, who takes office, volunteers, or is hired at a time other than the Annual meeting and shall sign the Acknowledgement and deliver it to the President within two weeks of taking office, accepting employment or other work, as applicable with CORFA.

This policy was approved by the Board of Directors on February 23, 2021, and reapproved annually thereafter, as revised from time to time.

## **Agreement to Policy Against Harassment**

This certifies that I have read, understand, and agree to comply with the Policy Against Harassment of the Coalition of Refuge Friends and Advocates.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

Please return your signed acknowledgment to:

President  
Coalition of Refuge Friends and Advocates  
(Mailing/email address)