

SAMPLE NO-HARASSMENT POLICY

Harassment is a violation of federal and state laws. The XYZ Organization does not tolerate harassment of our employees, board members, clients or other stakeholders and regards freedom from sexual harassment and any other form of harassment related to a stakeholder's race, color, sex, religion, national origin, or age as an individual right to be safeguarded as a matter of policy. Any violation of this policy will be treated as a disciplinary matter.

For these purposes, the term harassment includes, but is not necessarily limited to slurs, jokes, other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, or age. It includes sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. Consenting relationships may also constitute sexual harassment under this policy. When a professional power differential exists, such as between a supervisor and subordinate or a member of the board and a member of staff, and a romantic or sexual relationship develops, there is a potential for abuse of that power, even in relationships of apparent mutual consent.

Violation of this policy by an employee or board member shall subject that person (or both persons in the case of consenting relationships) to disciplinary action, up to and including immediate discharge.

If you feel that you are being harassed by an employee, board member, client, or other stakeholder you should at once make your feelings known to your immediate supervisor (for board members this would be the board chair). The supervisor will promptly notify the executive director, who will see that the matter is investigated, and, where appropriate, disciplinary action taken. If you do not feel that the matter can be discussed with your supervisor/the board chair or the complaint is against the executive director, arrange for a conference with _____ to discuss your complaint. The XYZ Organization will ensure fair and impartial investigations that will protect the rights of the person(s) filing harassment complaints, the person(s) complained against, and the institution or unit. Retaliation against anyone who makes a complaint of harassment or who is involved in a complaint process will not be tolerated.