

National Voluntary Organizations Active in Disaster HARASSMENT POLICY

POLICY

The National Voluntary Organizations Active in Disaster (“National VOAD”) will not tolerate any form of harassment. All National VOAD employees, officers and directors have a responsibility to insure that other National VOAD employees, officers and directors are not subject to harassment. All employees, officers and directors must avoid offensive or inappropriate behavior, action or conduct which could be viewed as or considered to be harassment, including sexual harassment, sexual advances, requests for sexual acts or favors or any other verbal or physical conduct of harassing or threatening nature.

Harassment includes unwanted behavior, sexual or otherwise, having the purpose or effect of interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

The following are examples of sexual harassment:

- Making sexual conduct an explicit or implied term or condition of an individual’s employment, salary level, or promotion.
- Making submission to or rejection of sexual conduct the basis for a decision affecting an individual’s employment, salary, or promotion.
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature having the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

COMPLAINT PROCEDURES

Employees, officers and directors are expected to conduct themselves professionally and courteously at all times. Conduct that interferes with operations or is offensive to coworkers will not be tolerated and should be reported to the President & CEO. If an employee, officer or director is involved in or witnesses an incident of harassment (sexual or otherwise), he or she should report it promptly to the President & CEO. Employees, officers and directors should also promptly report to the President & CEO any incident of discrimination on the basis of age, sex, race, color, religion, national origin, disability, or military status. If the incident involves the President & CEO, then the report should be made to the Chair of the Board of Directors.

The President & CEO or the Chair of the Board of Directors, as applicable, will promptly investigate all complaints, endeavoring when possible to protect the privacy of persons involved. Confidentiality will be maintained to the extent consistent with due process and subject to mandatory disclosure. Neither harassment nor discrimination will be tolerated and such conduct will result in disciplinary action, including potential termination or removal.

Signature

Date

Printed Name