

New Hampshire Orchid Society

Sexual Harassment Policy

As adopted on 9-Dec-02

POLICY:

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions. It is New Hampshire Orchid Society's (referred to as 'the society') policy to promote an organization free from sexual harassment. Each individual has the right to work and associate in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices; including sexual harassment. At the New Hampshire Orchid Society, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

DEFINITION:

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership in the society or any committee or board;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's enjoyment of the meetings or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtation, advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, pinching; suggestive insulting, or obscene comments or gestures of a sexual nature; and display in the meeting place of sexually-suggestive objects or pictures.

GUIDELINES:

This policy covers all members and employees of the New Hampshire Orchid Society. The New Hampshire Orchid Society will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow members or by outside guests or other non-members who conduct business with the society. The New Hampshire Orchid Society encourages reporting of all incidents of sexual harassment regardless of who the offender may be.

All board members and committee chairs within the society are responsible for eliminating any and all forms of sexual harassment of which they are aware. Any board member or committee chair who is made aware of sexual harassment and fails to take corrective action pursuant to this policy will be subject to discipline up to, and including, permanent removal from the society.

While the New Hampshire Orchid Society encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the society also recognizes that power and status of disparities between an alleged person harassing and a target may make such a confrontation impossible. In the event that such informal, direct communication between individuals is either ineffective or impossible, the Board of Directors should be contacted through the procedure outlined below. The society will not in any way retaliate against an individual who makes a report of sexual

harassment, nor will the society permit any member to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately. .

PROCEDURES:

- 1) A report of an alleged violation of this policy should be made immediately to any member of the Board of Directors.
- 2) An investigation of the alleged harassment will be handled through the Vice President in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigation process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the Vice President will seek to take the wishes of the complainant into consideration, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged offender will be made aware of the report and will be given an opportunity to respond and present witnesses. The Vice President will keep the complainant informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the Vice President will recommend to the Board of Directors the appropriate action to be taken. If the society concludes that harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The complainant will be informed of the disciplinary action taken.
- 3) In the event the harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence, which will also be investigated.
- 4) If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit his/her written comments in a timely manner to any officer of the society.
- 5) Membership conditions of the complainant and witnesses will be in no way adversely affected through use of this procedure, subject to paragraph 7, below.
- 6) Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including permanent society membership termination. Appropriate sanctions may also include written reprimand, referral to counseling and temporary society membership suspension.
- 7) If an investigation results in a finding that the complainant falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of permanent termination of membership.
- 8) The Vice President or secretary shall forward to the Board of Directors or a committee of the Board any sexual harassment complaint filed against any officer of the society. The Vice President shall follow the procedures set forth above and shall keep the Board or the committee apprised of the investigation and findings that arise from the complaint. The Vice President shall keep the identities of all parties involved in the complaint confidential pending completion of the investigation.