



New Hampshire Orchid Society Harassment Policy

Revised: 03/2021

POLICY:

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, sexual orientation, sexual identity, age or national origin. 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 harassment. Each individual has the right to work and associate in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices; including harassment. At the New Hampshire Orchid Society, harassment, whether verbal, physical, or environmental is unacceptable and will not be tolerated.

DEFINITION:

For purposes of this policy, harassment is defined as unwelcomed advances, requests for favors and other verbal or physical conduct of a harassing 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 harassment include, but are not limited to, unwanted advances, demands for favors in exchange for favorable treatment or continued employment, repeated jokes, flirtation, advances or propositions, verbal abuse, graphic verbal commentary about an individual's body, sexual prowess, deficiencies, leering, whistling, touching, pinching, suggestive insulting or obscene comments or gestures of a harassing nature and display in the meeting place of 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 any kind of 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 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 harassment of which they are aware. Any board member or committee chair who is made aware of harassment and fails to take corrective action pursuant to his 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 their behavior is unwelcomed, 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 procedures outlined below. The society will not in any way retaliate against an individual who makes a report of harassment, nor will the society permit any member to do so. Retaliation is a serious violation of this 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 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 be investigated.
4. If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit their 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 harassment will be disciplined, up to and including, permanent society membership termination.
7. If an investigation results in a finding that the complainant falsely accused another of harassment knowingly or in a malicious manner, the complainant will be subject to 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 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.