

## Harassment Prevention Policy

Woodworkers of Central New York, Inc. is committed to a social and educational environment in which all individuals are treated with respect and dignity. Each individual has the right to a social and educational atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, Woodworkers of Central New York, Inc. expects that all relationships among persons in social and educational environments will be free of bias, prejudice, discrimination, and harassment.

Woodworkers of Central New York, Inc. maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all Officers, Board members, members, and guests at Woodworkers of Central New York, Inc. sponsored social and educational events. Officers, Board members, members, and guests who violate this policy are subject to discipline up to and including the possibility of immediate removal from membership.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile, or offensive social or educational environment.

Unlawful harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mails or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a person's activities because of the person's sex or other protected characteristic.
- Retaliation for having reported or threatened to report unlawful harassment.

Any member or guest who believes he or she has been harassed by a Officer, Board member, member, and guest of Woodworkers of Central New York, Inc. should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the Vice President, or in the alternative, to a Board member. Upon receipt of a complaint, the Woodworkers of Central New York, Inc. will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any member determined by the Woodworkers of Central New York, Inc. to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

Members will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Woodworkers of Central New York, Inc. will not tolerate or permit retaliation by Officer, Board member, or member against any complainant or anyone assisting in a harassment investigation.

Motion and First reading: May 29, 2018

Second Reading: June 27, 2018 with minor revision

Approved on: Date June 27, 2018