

Sexual Harassment Policy

The Homer Laughlin China Collectors Association is committed to maintaining an environment that is free of all types of discrimination, including sexual harassment. Accordingly, the Association will not tolerate sexual harassment of its volunteers by anyone.

Guidelines promulgated by the Equal Employment Opportunity Commission define sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The conduct prohibited by the above language and this Association's policy includes all unwelcome sexual conduct, whether physical, verbal, or visual. It includes, but is not limited to: sexually suggestive or obscene language, comments or gestures; the display or sexually suggestive objects or pictures; sexually oriented verbal kidding, teasing or practical jokes; explicit sexual propositions or repeated sexual flirtations or advances; subtle pressure for sexual activity; graphic or degrading comments about an individual or his or her appearance or gender-specific traits; and physical conduct such as patting, hugging, pinching or brushing against another person's body.

If you, as a volunteer of the Association, feel you have experienced or witnessed any conduct that you feel may be inconsistent with this policy, you are encouraged and expected to notify your volunteer coordinator, officer and/or the Executive Director. All such reports will be fully and promptly investigated. To the extent practicable and consistent with a thorough investigation, the Association will attempt to preserve the confidentiality of the complaint, the complainant and any witnesses. Retaliation against anyone for reporting sexual harassment, assisting in making a report or complaint, or cooperating in such an investigation is strictly forbidden by the Association.

If, after a thorough investigation, a complaint is found to have merit, corrective action will be taken. This will include such disciplinary action as may be warranted by the offense – up to and including termination of the official relationship between the Association and harasser. The Association may also impose discipline for inappropriate behavior that is brought to its attention, without regard to whether the conduct technically constitutes harassment or a violation of law.

If you have any questions concerning this policy, please contact the acting Association President. Please sign and date a copy of this policy, acknowledging receipt and understanding. A copy will be retained for the Association's records.

Receipt acknowledged: _____ Date: _____