



**Oak Lane Community Action Association
(OLCAA) DISCRIMINATION AND SEXUAL
HARASSMENT POLICY**

Discrimination and Sexual Harassment policy

Purpose

As an organization, the Oak Lane Community Action Association (OLCAA) respects the dignity of every member, vendor, and volunteer, and expects each volunteer participating in its activities to show respect for all of its colleagues and fellow participants. Respectful, professional conduct furthers OLCAA's mission, promotes productivity, minimizes disputes, and enhances the reputation of the organization.

This policy forbids any discrimination or unwelcome conduct that is based on an individual's race, color, religion, gender, national origin, age, disability, ancestry, medical condition, marital status, veteran status, citizenship status, sexual orientation, or any other protected status of an individual or that individual's associates or relatives. OLCAA is committed to providing an environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. OLCAA will not tolerate any form of discrimination or harassment that violates this policy.

Coverage

This policy absolutely forbids any Officer, Director, vendor, client, volunteer, or agent of OLCAA to discriminate against or harass any Officer, Director, vendor, client, or volunteer.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment, vending action, and any unwelcome conduct that affects someone because of that individual's protected status.

Among the types of unwelcome conduct prohibited by this policy are epithets, slurs, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals because of their protected status. Even where the conduct is not sufficiently severe or pervasive to constitute actionable harassment, OLCAA discourages any such conduct.

Sexual Harassment

Sexual harassment is a problem that deserves special mention. Harassing conduct based on gender often is sexual in nature, but sometimes is not.

OLCAA's policy forbids harassment based on gender, regardless of whether the offensive conduct is sexual in nature. Any unwelcome conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in harassment and the person being harassed are of the same or different genders.

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex constitute unlawful sexual harassment when:

- 1) Submission becomes an implicit or explicit term or condition of any action by the organization,
- 2) Submission to or rejection of the conduct is used as the basis for any action by the organization, or
- 3) the conduct has the purpose or effect of unreasonably interfering with a person's performance or creating an intimidating, hostile, or offensive environment.

OLCAA forbids:

- 1) Harassment based on gender, regardless of whether it rises to repeated unwanted sexual flirtations, advances, or propositions
- 2) Continued or repeated verbal abuse of a sexual nature

- 3) Graphic or degrading comments about a person's appearance or sexual activity
- 4) Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons, or posters
- 5) Unwelcome pressure for sexual activity
- 6) Offensively suggestive or obscene letters, notes, or invitations, or
- 7) Offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Member, vendor, volunteer, or agent responsibility

All OLCAA members, vendors, volunteers, or agents can help assure that the organization is free from prohibited discrimination or harassment. All members of the above listed groups are expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment. No member, vendor, volunteer, or agent is exempt from the requirements of this policy.

Each of these participants is expected to inform any member of the Board of Directors of conduct the participant finds unwelcome. Any Director who becomes aware of conduct inconsistent with this policy, or who receives a report of conduct inconsistent with this policy, is to immediately report the conduct to the President or Vice President of the Board of Directors. Every participant who reports harassment should make every effort to make that report directly to a member of the Board of Directors.

Reporting procedures

If you feel you have experienced or witnessed any conduct that violates this policy, you are to immediately notify a member of the Board of Directors. The Board is authorized by this policy to receive and act upon complaints of discrimination or harassment on behalf of OLCAA. This policy does not require reporting harassment or discrimination to any person who is creating the harassment or discrimination.

OLCAA response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. OLCAA may put reasonable interim measures in place, such as a leave of absence, while the investigation takes place. OLCAA will take further appropriate action once the report has been thoroughly investigated.

Where an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then OLCAA will take corrective action, including dismissal, as is appropriate under the circumstances, regardless of the positions of the parties involved.

OLCAA may discipline members, vendors, volunteers, or agents for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy. If the person who engaged in harassment is not employed by OLCAA, then OLCAA will take whatever corrective action is reasonable and appropriate under the circumstances.

Policy against retaliation

OLCAA prohibits that any member, vendor, volunteer, or agent treat any member, vendor, volunteer, or agent adversely for reporting discrimination or harassment, for assisting another applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing an administrative claim with a government agency.

All members, vendors, employees, or agents that experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

Confidentiality

In investigating and in imposing any discipline, OLCAA will attempt to preserve confidentiality to the extent that the needs of the situation permit.

Acknowledgement

All members, vendors, employees, and agents of OLCAA have a personal responsibility to conduct themselves in compliance with this policy and to report any observations of conduct inconsistent with this policy. If you have any questions about this policy, then please contact a member of the Board of Directors.

This document was adopted as OLCAA policy on January 13, 2011.

Signed by the OLCAA Board of Directors Date: _____

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