

## **I. HARASSMENT**

It is the policy of the Association to maintain an environment that is free of sexual and other prohibited harassment.

No supervisor, contractor, member of the Association's professional management or Association member shall engage in sexual or other unlawful harassment. Employees who violate this Policy will be subject to disciplinary action, up to and including termination. Association members who violate this Policy will be subject to appropriate disciplinary action, including ejection from an Association event, removal from office, bans on attending Association events, and criminal prosecution.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct when submission to such conduct is made an explicit or implicit condition of an individual's employment; submission to or rejection of the conduct by an individual is used as the basis for making employment or other decisions affecting the individual; or the conduct has the purpose or effect of creating a hostile or intimidating environment that is likely to interfere with the individual's work or adversely affect his/her quality of life. Examples of conduct that may constitute sexual harassment include, but are not limited to: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches or kisses; requests for sexual favors; derogatory or pornographic posters, cartoons, emails or drawings.

Prohibited harassment also includes verbal, physical and visual forms of harassment based upon race, color, national origin, ancestry, sex, sexual orientation, age, religious creed, physical and mental disability, medical condition (including pregnancy), marital status, veteran status, or other status protected by law. Physical harassment includes conduct such as assault, impeding movement or any physical interference with normal work or movement. Visual forms of harassment include offensive posters, cartoons or drawings.

Any employee who believes that he/she has been subjected to sexual or other unlawful harassment should report the incident(s) to his/her immediate supervisor or the EVP. If neither of these options is satisfactory, the employee may report the incident(s) to some other appropriate member of the Association's professional management. Any member who believes that he/she has been subjected to sexual or other unlawful harassment should report the incident(s) to the EVP, the Association's General Counsel or its President.

Any employee who receives a complaint of sexual and other unlawful harassment or who otherwise learns of an alleged occurrence of sexual and other unlawful harassment has the responsibility to ensure that the matter is reported promptly, even if the complainant refuses to be identified.

Information concerning an allegation of sexual or other prohibited harassment will be processed in a confidential manner to the extent it is possible. The incident(s) in question will be investigated promptly, and, if it is determined that harassment has occurred, the Association will take appropriate disciplinary action.

Retaliation against a person who properly reports, complains about, or participates in the investigation of sexual and other unlawful harassment is prohibited.