

POLICY

INTERNATIONAL ASSOCIATION OF WORKFORCE PROFESSIONALS, INC

<i>Name:</i> NON DISCRIMINATION AND ANTI-HARASSMENT		<i>Written By:</i> Steve Bent, Executive Director
<i>Initial Approval:</i> 01/07/19	<i>Revision Date:</i> NA	<i>Applies To:</i> Board, Volunteers, Staff, Members

The International Association of Workforce Professionals (IAWP) is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, IAWP expects that all relationships will be business-like and free of bias, prejudice and harassment.

IAWP has developed this policy to ensure that all its volunteers can work in an environment free from unlawful harassment, discrimination and retaliation. IAWP will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of IAWP to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. IAWP prohibits any such discrimination or harassment.

RETALIATION

IAWP encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of IAWP to promptly and thoroughly investigate such reports. IAWP prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership, b) submission to or rejection of such conduct by an individual is used as the basis for membership decisions affecting such individual, or c) 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.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

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HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

INDIVIDUALS AND CONDUCT COVERED

These policies apply to all members, volunteers, and staff whether related to conduct engaged in by fellow volunteers or by someone not directly connected to IAWP (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable during IAWP conferences, meetings, events, and all other activities related to IAWP.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

IAWP encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Executive Director or any member of the Board of Directors. See the complaint procedure described below.

In addition, IAWP encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued.

COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Executive Director and/or a member of the Board of Directors (who will report the complaint to the entire Board).

IAWP encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by a member of the Board of Directors (and results reported to the entire Board). The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

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Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension, or termination, as IAWP believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.