

## SEAOCC HARASSMENT POLICY

All SEAOCC members and guests have the right to participate in official SEAOCC functions in an environment free from all forms of discrimination and conduct which can be considered offensive, coercive, or disruptive and therefore inappropriate of a professional organization. Consistent with SEAOCC's respect for the rights and dignity of each member or guest, any offensive behavior, including discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, physical handicap, medical condition, disability, marital status, citizenship, or any other characteristic protected by law, will not be sanctioned nor tolerated.

Offensive behavior may include, but is not limited to, the following behavior:

- 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 presentation graphics, posters, photograph, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with program participation;
- Threats and demands to submit to sexual requests;
- Retaliation for having reported or threatened to report any offensive action or behavior.

**Complaint Procedure:** If any individual or guest witnesses offensive behavior, or feels that they have been the subject of discrimination or harassment by anyone at an official SEAOCC activity, they are encouraged to immediately report the matter to the President of SEAOCC or a member of the SEAOCC Board of Directors. Furthermore, if any officer or director of SEAOCC receives or hears a harassment complaint, they must immediately report the complaint to the SEAOCC President.

Investigation of the complaint by SEAOCC shall include the following:

The President and/or his/her designates shall thoroughly and discreetly investigate. A determination shall be made and the results communicated to the complainant, to the alleged offender and, as appropriate, to all others directly concerned.

In cases where voluntary compliance does not occur, SEAOCC (by a vote of the Board of Directors in closed session) may take disciplinary action in accordance with the Bylaws, and may seek any or all recourse available by law through legal action.

On at least an annual basis, the President of SEAOCC will hold a review presentation at a Board of Director's regularly scheduled meeting, or distribute by E-mail the SEAOCC Harassment Policy to the Board of Directors, Officers, and Event and Committee Chairs for their review. If the distribution is done by E-mail, the Board, Officers, and Event and Committee Chairs will be asked to respond by return E-mail acknowledgement receipt of the Harassment Policy. The purpose of the review will be to insure that all Board Members and Event or Committee Chairs understand the SEAOCC Harassment Policy and are able to enforce the policy intent.