

POLICY AGAINST DISCRIMINATION AND HARASSMENT

Purpose

Camp Leo believes in respecting the dignity of every employee and expects every employee to show respect for all of our colleagues, customers, and vendors. Respectful, professional conduct furthers Camp Leo's mission, promotes productivity, minimizes disputes, and enhances our reputation. Accordingly, 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. Camp Leo is thus committed to providing a work environment that is free of unlawful discrimination, including harassment that is based on any legally protected status. Camp Leo will not tolerate any form of discrimination or harassment that violates this policy.

Coverage

This policy forbids any employee, supervisor, partner, officer, director, vendor, client, or agent of Camp Leo to discriminate against or harass any Company employee or applicant. This policy also applies to volunteers.

Prohibited Conduct

The conduct prohibited by this policy, whether verbal, physical, or visual, includes any discriminatory employment 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, Camp Leo discourages any such conduct in the workplace.

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. This 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 individual being harassed are of the same or are of different genders.

According to the U.S. Equal Employment Opportunity Commission ("EEOC"), unwelcome sexual advances, requests for sexual favors, and other verbal, physical or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct becomes an implicit or explicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for any employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

This policy forbids harassment based on gender regardless of whether it rises to the level of a legal violation. Examples of gender-based harassment forbidden by this policy include (1) offensive sex-oriented verbal kidding, teasing or jokes; (2) repeated unwanted sexual flirtations, advances or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual's appearance or sexual activity; (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters; (6) unwelcome pressure for sexual activity; (7) offensively suggestive or obscene letters, notes or invitations; or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Employee Responsibility

Everyone at Camp Leo can help assure that our workplace is free from prohibited discrimination or harassment. Everyone is expected to avoid any behavior or conduct that could reasonably be interpreted as prohibited discrimination or harassment; no employees, not even the highest ranking people in Camp Leo, are exempt from the requirements of this policy. Every employee is expected to inform any person in the workplace whose conduct the employee finds unwelcome. Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy is to report immediately to the Camp Director or Executive Director. Every employee who reports harassment under this policy should make every effort to make that report directly to the Camp Director or Executive Director.

Reporting Procedures

If you feel you have experienced or witnessed any conduct that is inconsistent with this policy, you are to immediately notify the Camp Director or Executive Director. These are the individuals who are authorized by this policy to receive and act upon complaints of discrimination or harassment on behalf of Camp Leo. This policy does not require reporting harassment or discrimination to any individual who is creating the harassment or discrimination.

Company Response

All reports describing conduct that is inconsistent with this policy will be investigated promptly. Camp Leo may put reasonable interim measures in place, such as a leave of absence or a transfer, while the investigation proceeds. Camp Leo will take further appropriate action once the report has been thoroughly investigated. That action may be a conclusion that a violation occurred, as explained immediately below. Camp Leo might also conclude, depending on the circumstances, either that no violation of policy occurred or that Camp Leo cannot conclude whether or not a violation occurred.

If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then Camp Leo will take corrective action, including discipline up to and including dismissal, as is appropriate under the circumstances, regardless of the job positions of the parties involved. Camp Leo may discipline an employee 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 Camp Leo, then Camp Leo will take whatever corrective action is reasonable and appropriate under the circumstances.

Procedures

Consistent with this policy against workplace discrimination and harassment, Camp Leo maintains posters on its bulletin boards that refer to legal definitions of discrimination and harassment. These posters identify governmental agencies to contact for information on how and when to file administrative claims. Using Camp Leo complaint process does not keep an employee from filing a claim with a state governmental agency or with a federal agency such as the EEOC. The time period for an EEOC filing is 180 or 300 days from the harassment. The time period for filing a claim continues to run during a Company investigation. Our policy provides for immediate notice of problems to Camp Leo officials listed above, so that we may address and resolve any problems without waiting for any legal proceedings to run their course.

Policy Against Retaliation

Camp Leo forbids that any employee treat any other employee or former employee or applicant adversely for reporting discrimination or harassment, for assisting another employee or applicant in making a report, for cooperating in a discrimination or harassment investigation, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who 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, Camp Leo will attempt to preserve confidentiality to the extent that the needs of the situation permit.

Acceptance of Policy

All Company employees 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 concerning this policy, then please contact the executive director at director@campleo.org.

I agree to comply with this policy.