

# Ice Age Trail Alliance, Inc.

## Policy: Personal Dignity and Respect

**Related Policies:** Whistleblower, Statement of Ethics, Code of Ethics, Employee Handbook

**Approved:** 4-12-19

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### 1.0 Objective:

The Ice Age Trail Alliance, Inc. (Alliance) strives to create and maintain environments in which all people are treated with dignity, decency and respect. These environments, in all aspects of the Alliance's operations, should be characterized by mutual trust and an absence of intimidation, oppression and exploitation. Covered Persons are defined as employees, directors, members and volunteers. Covered Persons should expect a safe, productive and fulfilling experience in a stimulating atmosphere. For that reason, the Alliance will not tolerate unlawful discrimination or harassment on the basis of any protected characteristic, including race, color, sex, sexual orientation, pregnancy, national origin, ancestry, age, disability, marital status, veteran status, or any other status protected by applicable federal, state or local law. Further, the Alliance will not tolerate bullying.

### 2.0 Definitions:

**2.1 Harassment** is any unwelcome verbal or physical conduct based on any status protected by applicable federal, state, or local law that has the purpose or effect of creating an offensive, intimidating, or hostile work or service environment for any Covered Person. Any taunting that, in the Covered Person's opinion, impairs his or her ability to perform their work or service is included in the definition of harassment. Courteous, mutually respectful, pleasant, non-coercive interactions between Covered Persons

that are appropriate to the environment and acceptable to and welcomed by all parties are not considered to be harassment.

**2.2 Sexual Harassment** is any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with another Covered Person's performance or creating an intimidating, hostile or offensive environment.

**2.3 Bullying** is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, written, physical or otherwise, conducted by one or more persons against another or others at a place of work or service. Bullying may be intentional or unintentional.

### **3.0 Responsibility:**

It is the responsibility of all Covered Persons to comply with this Personal Dignity and Respect Policy and to report all witnessed or experienced violations, and suspected violations, of this Policy in accordance with the reporting procedures identified below.

### **4.0 Reporting and Investigation:**

Any Covered Person who feels that he or she is a victim of or has witnessed discrimination, harassment, or bullying should bring the matter to the immediate attention of the Executive Director. If for any reason, the complainant prefers not to report to the Executive Director, the President or Vice-President/Personnel may serve as alternates. Complaints may be made orally or in writing, but should be made in a timely manner following the incident so that a prompt investigation can occur.

Any complaint received that is viewed in good faith as a violation of law or legislation may be directed immediately to the proper law enforcement unit.

When an individual submits a complaint, he or she will be asked to provide information regarding the incident(s), including the identity of the accused, the date(s) of the incident, the conduct giving rise to the complaint, and witnesses, if any, to the alleged conduct.

All complaints will be investigated promptly and in as impartial and confidential a manner as possible. Under no circumstances will an investigation be conducted by the person(s) accused of harassment. The complaint and investigation will be documented as appropriate to the circumstances and only those who need to know about such a complaint will be advised of its existence. The complainant is required to cooperate in any investigation.

A timely resolution of each complaint will be reached, and generally, the complainant will be advised of the completion of the investigation.

#### **5.0 No Retaliation:**

Retaliation in any form against a Covered Person who in good faith exercises the right to make a complaint about conduct which may violate this Personal Dignity and Respect Policy or who participates in an investigation of discrimination, harassment, or bullying is strictly prohibited, and will in itself constitute a basis for disciplinary action. Covered Persons should promptly report any concerns about retaliation in accordance with Section 4.0.

#### **6.0 Corrective Action:**

If it is determined that a Covered Person has violated the Personal Dignity and Respect Policy, such person will be subject to appropriate corrective action, up to and including termination, in order to address behavior which violates this policy and to ensure that all Covered Persons have an environment free from discrimination, harassment, or bullying.

Supervisory personnel who are aware of discrimination, harassment, or bullying but fail to promptly report it to the Executive Director or, in the alternative the President or Vice President/Personnel, may be subject to appropriate corrective action, up to and including termination.

If the investigation results in a finding that an individual falsely accused another of discrimination, harassment, bullying, or retaliation in a knowing or malicious manner, or otherwise knowingly or maliciously provided false information during the course of the investigation, that individual will also be subject to appropriate corrective action, up to and including termination.

## **7.0 Confidentiality:**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.