

NORTH SUBURBAN INSTRUCTION AQUATICS, INC

POLICY STATEMENT REGARDING: SEXUAL HARRASSMENT AND OTHER UNLAWFUL HARASSMENT

EFFECTIVE JANUARY 2008

POLICY:

It is NSIA's policy to provide a working atmosphere in which all employees and members are respected. The harassment of any employee based on their protected class status, including but not limited to sexual harassment, is against the law and will not be tolerated. The harassment of any other member of the organization, including but not limited to sexual harassment, is contrary to the Code of Conduct in our organizational bylaws and will not be tolerated. This policy is established, therefore, to make clear that harassment of an employee based on their protected class status, or of another member as defined in our bylaws, is prohibited.

Because Codes of Conduct for Coaches and Members of our organization can be found in supporting documentation (i.e. USA Swimming/ASCA Policies, NSIA Bylaws and Member Handbook), the below is specifically written for employees of NSIA with regards to employment law. Admittedly, some of the below content may serve as guidelines for non-employees also.

PROHIBITED CONDUCT:

All employees are expected to treat their co-workers, subordinates and supervisors with respect at all times. The following are examples of the kinds of behavior which are prohibited. They are only examples and not an exhaustive list of behaviors that might be considered unacceptable.

1. Words or actions that are offensive to another individual based on sex, race, age, religion, color, creed, sexual orientation, disability, marital status, national origin or any other protected class status.
2. Objectionable physical closeness, behavior, actions or contact.
3. Making, threatening to make, or implying that an employee's submission to or rejection of requests for sexual favors is a basis for an employment-related decisions such as hiring, firing, promotion, recommendation, work assignment, etc.
4. Unwelcome suggestions regarding, or invitations to, social engagements or work-related social events.
5. Any action relating to an employee's job status which is in fact affected by consideration of the granting or refusal of social or sexual favors, or offering to take any action relating to an employee's job status which could be affected by consideration of the granting or refusal of social or sexual favors.
6. Deliberate or careless creation of an atmosphere of sexual harassment or intimidation.
7. Deliberate or careless jokes or remarks regarding any protected class status to or in the presence of any employee who may find such jokes or remarks offensive. This includes the use of offensive language related to an employee's protected class status.
8. Making sexual gestures, sexually explicit comments, or using offensive or demeaning terms.
9. Displaying or showing visual materials (such as slogans, posters, cartoons, articles, etc.) that have content that is sexual in nature or otherwise related to an employee's

protected class status, either by e-mail, interoffice mail, the Internet or otherwise, to employees who may find such materials offensive.

The NSIA Board of Directors reserves the right to determine whether particular conduct violates this policy or is otherwise inappropriate.

SEEKING HELP OR REPORTING INAPPROPRIATE CONDUCT:

1. Each employee is expected to treat other employees with respect and to report promptly any suspected sexual harassment or other unlawful harassment. If investigation of a complaint of alleged sexual harassment or other unlawful harassment produces evidence of inappropriate behavior, appropriate disciplinary action will be taken, up to and including immediate discharge.
2. If an employee feels that he or she is being subjected to possible harassment, he or she has the right to demand that the person stop the conduct at once. Employees should promptly report any complaint of alleged harassment to their immediate supervisor, who will see that the conduct is stopped and not repeated. If an employee feels that this is not effective or possible, or if the supervisor is involved in the suspected harassment, the employee should contact either the Personnel Coordinator or the President of the Board.
3. A complaint may be oral or written but must contain enough detail to allow the Board of Directors to properly investigate the report. Appropriate confidentiality will be utilized.
4. If it is a non-employee member of the organization who is engaging in the alleged inappropriate conduct, the matter will be addressed by the Board of Directors in conjunction with organizational policies.
5. No retaliation of any kind against an employee who has reported an incident of suspected sexual harassment or other unlawful harassment will occur or be tolerated.