

Harassment Policy for Employees & Volunteers

Policy:

A respectful workplace is more than compliance with a law; it is a working environment that is free of inappropriate behavior of all kinds and harassment because of age, disability, marital status, race or color, national origin, religion, sex, sexual orientation or gender identity.

Purpose:

Fairbanks Youth Advocates employees and others acting on FYA's behalf are entitled to respectful treatment in the workplace. Being respected means being treated honestly and professionally, with unique talents and perspectives valued. Each of us should understand that incidents of harassment and inappropriate behavior will not be tolerated at FYA.

Definitions:

A respectful workplace

FYA is committed to providing a workplace in which the dignity of every individual is respected.

Harassment

Harassment is unwelcome conduct toward an individual because of his or her age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity, when the conduct creates an intimidating, hostile or offensive work environment that:

- Causes work performance to suffer; or
- Negatively affects job opportunities.

Harassment is against the law in the United States. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats, including comments or jokes that are distasteful or targeted at individuals or groups based on age, disability, marital status, national origin, race or color, religion, sex, sexual orientation or gender identity.
- Nonverbal conduct, such as staring, leering and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings or gestures. Such prohibited images include those in hard copy or electronic form.

Sexual harassment

Sexual harassment is a form of harassment that is based on a person's sex or that is sex-based behavior. It is also sexual harassment for anyone in a position of authority to tie or connect hiring, promotion, termination or any other condition of employment to a request or demand for sexual favors or any favors. Although having a consensual romantic relationship between two FYA employees is not harassment, neither person in the relationship shall engage in conduct in the workplace that is inappropriate or unwelcome. Employees in consensual romantic relationships also must comply with the *Conflict of Interest Policy*.

Racial Harassment:

For purposes of this policy, racial harassment is defined as all inappropriate conduct and activity taken against an individual because of his or her race and/or national origin.

Examples of racial harassment include, but are not limited to, racial comments, racial jokes or emails, treatment of an individual differently because of his or her race, and all other activities defined by Title VII of the U.S. Civil Rights Acts of 1964.

Inappropriate behavior

Our goal is to have a work environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if not illegal, interferes with that goal and will not be tolerated. FYA reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

Performance feedback is not harassment or inappropriate behavior

Effective leadership requires that managers talk with their employees about their job performance. Managers should be clear about how each employee is performing and how the employee's overall behavior contributes to the workgroup's ability to deliver results consistent with FYA's values. Such discussions at times may be difficult and they always should be done professionally and respectfully. However, constructive criticism and supervisory actions regarding performance deficiencies or other workplace issues are not harassment or retaliation.

Procedure:

1. Prevention: Everyone has a role to play in achieving a respectful workplace:
 - We expect respectful and professional behavior at all times, no matter the situation. Remember that your actions reflect upon you, and potentially reflect upon FYA. Be sensitive to how others may perceive your actions. Just because someone does not complain to you does not mean that

they don't object to your behavior.

- There is no reason to ever engage in unwelcome behavior that has the purpose or effect of harassing or harming others. Report any unwelcome behavior you think might be harassment under this policy.
- Be open to constructive feedback regarding performance deficiencies. Recognize that respectful supervisory actions regarding workplace issues are a necessary and appropriate step in performance feedback.
- If someone offends you, let that person know so that it won't happen again. If you have offended someone, understand his or her perspective, and work through it with them.
- If you are aware of any behavior that might violate this policy, report it to your supervisor or to the Executive Director.
- Avoid:
 - behavior that is unprofessional or disrespectful, or that has the purpose or effect of harassing anyone.
 - Any retaliation against someone who raises a concern or potential violation under this policy.
 - Missed opportunities to respectfully communicate to someone that you found his or her behavior offensive. These are courageous conversations.
 - Unreported concerns or violations of this policy.

2. Reporting Harassment:

- If you believe that you have been the victim of sexual or other harassment or discrimination in the workplace, you should take the following steps:
 - Report and discuss the matter with your supervisor.
 - If you believe your supervisor or manager to be the source or a participant in the harassment, report this to another supervisor or member of management.
- FYA will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible. If for any reason you believe this has not occurred within a reasonable period of time, refer this problem to any other supervisor or to the FYA Board President. Please see **Grievance Procedure**.

Retaliation against any individual who makes a good faith complaint, or who cooperates in the investigation of any complaint, is strictly prohibited and should be reported immediately.