



OUR POLICY AGAINST HARASSMENT

Our Organization has adopted a zero-tolerance policy toward discrimination and all forms of harassment, including sexual harassment. This zero-tolerance policy means that no form of unlawful discriminatory or harassing conduct by or towards any employee, member, or other person in our recreation centers, events or jobsites will be tolerated. The Yacht Club is committed to enforcing its policy at all levels within the Organization. Any officer, director, manager, supervisor, or employee who engages in prohibited discrimination or harassment will be subject to discipline, up to and including immediate discharge from employment, removal from leadership, or banishment from Yacht Club events and activities for a first offense.

Conduct Covered by this Policy:

This policy applies to and prohibits all forms of illegal harassment and discrimination, not only sexual harassment. Accordingly, The Yacht Club **absolutely prohibits** harassment or discrimination based on sex, age, disability, perceived disability, marital status, personal appearance, sexual orientation, race, color, religion, national origin, veteran status or any other legally protected characteristic.

Sexual Harassment:

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. Sexual harassment may take many forms, including the following:

- Offensive and unwelcome sexual invitations, whether or not the individual submits to the invitation, and particularly when a spoken or implied *quid pro quo* for sexual favors is a benefit of participation or continued involvement;
- Offensive and unwelcome conduct of a sexual nature, including sexually-graphic spoken comments; offensive comments transmitted by e-mail or another messaging system; offensive or suggestive images or graphics whether physically present or accessed over the Internet; or the possession of or use of sexually suggestive objects; and
- Offensive and unwelcome physical contact of a sexual nature, including the touching of another's body; the touching or display of one's own body, or any similar contact.

Computer Messaging and Information Systems:

- Participants and volunteers are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may give rise to liability for harassment.
- Participants and volunteers receiving offensive messages over the Organization's computer equipment, or receiving other unlawfully offensive messages or graphics over the The Yacht Club's computer equipment and email accounts, should report those messages to their supervisor or other appropriate member. Participants are reminded that The Yacht Club retains the right to monitor its computer systems, and networks to ensure compliance with this requirement.



Procedures in Cases of Harassment:

- Any Yacht Club participant who believes that she or he has been subjected to unlawful harassment of any kind has the responsibility to report the harassment immediately to their captain, league ambassador, or board member. If the participant is uncomfortable reporting the harassment to her or his immediate supervisor (whether because the supervisor has committed the harassment, or for any other reason whatsoever), the participant must report the harassment to the next higher level of management above the immediate supervisor or, if the participant prefers, to the President, Chair of the Organization or Board Member.
- The Yacht Club is committed to taking all reasonable steps to prevent harassment, and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, the Yacht Club cannot take prompt and effective remedial action unless each participant assumes the responsibility of reporting any incident of harassment immediately to an appropriate supervisory member.
- Every report of harassment will be investigated promptly and impartially, with every effort to maintain confidentiality. The complainant and the accused will be informed of the results of the investigation. If the Organization finds that its policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending officers, employees, and/or members.

Reporting Without Fear of Retaliation:

- No Yacht Club member will be retaliated against for reporting harassment. This no-retaliation policy applies whether a good faith complaint of harassment is well founded or ultimately determined to be unfounded.
- No Yacht Club officer, director, manager, ambassador or captain is authorized, or permitted, to retaliate or to take any adverse action whatsoever against anyone for reporting unlawful harassment, or for opposing any other discriminatory practice.