CRPM Center for Research and Policy Making

…policy impact since 2004

CRPM Non Discrimination and SEXUAL Harassment POLICY

Non-Discrimination

CRPM does not unlawfully discriminate against employees or applicants for employment on the basis of race, color, ancestry, gender, age, marital/civil union status, national origin, place of birth, religion, sexual orientation, veteran status, or against qualified individuals with disabilities or any other legally protected classification. Retaliation against an employee for reporting or making a charge of discrimination or for cooperating in an investigation of a charge of discrimination is also prohibited. Concerns or complaints related to discrimination may be submitted to the executive director.

CRPM's goal is to maintain a work place free from illegal discrimination. Full commitment to this policy is required of all CRPM employees.

General Harassment

CRPM employees should be able to work in an environment that is free from racial or ethnic slurs, sexual advances, and other verbal or physical conduct that constitutes harassment. Verbal and physical conduct that constitutes harassment and is not based on a characteristic listed below (Sexual Harassment) is conduct that is generally considered unprofessional, verbally or physically aggressive or belligerent, and intentionally or grossly intimidating or disrespectful.

It is the policy of CRPM that you are entitled to a work place free of discrimination, including harassment against you because of race, color, gender, age, marital/civil union status, national origin, place of birth, religion, sexual orientation, veteran status, or against qualified individuals with disabilities or any other legally protected classification. We will not tolerate such conduct at the work place.

If you believe that you have been subjected to such discrimination or harassment, the reporting procedure outlined below for complaints of sexual harassment should be followed.

Retaliation against you for reporting or making a charge of harassment or discrimination or for cooperating in an investigation of a charge of discrimination is also prohibited.

All employees who hold supervisory positions are responsible for taking appropriate action to prevent and report any harassment of an employee, even if the employee has not filed a formal complaint.

Sexual Harassment

CRPM prohibits sexual harassment of its employees, and is committed to providing a work place free from this unlawful conduct.

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to that conduct is made either explicitly or implicitly a term or condition of

employment, or submission to or rejection of such conduct by an individual is used as a component of the basis for employment-related decisions affecting that individual; or

- the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In addition to the above, employees should be aware that romantic or sexual relationships between co-workers can become the basis for a complaint of sexual harassment.

Although CRPM does not prohibit such relationships between peers, you should consider carefully the impact this could have on your work environment and, in a worst-case scenario, the possibility of a claim of sexual harassment if the relationship is terminated by either party. What was considered a consensual relationship and not a violation of CRPM's sexual harassment policy could, following a less than amicable parting, result in a charge of harassment by either party.

Examples of sexual harassment

Sexual harassment occurs in a variety of circumstances and includes many variables:

- Both males and females can be victims and harassers. Victim and harasser can be of the same sex.
- A harasser can be anyone who affects the work environment of CRPM including management, co-workers, visitors, repair people, and agents of CRPM.
- Victims can be bystanders of the individual at whom the unwelcome sexual conduct is directed.
- Such conduct may include the following:
  - sexual flirtations, touching, advances, or propositions;
  - verbal abuse of a sexual nature;
  - graphic or suggestive comments about an individual's dress or body;
  - sexually explicit words to describe an individual;
  - the display in the work place of sexually suggestive objects or pictures, including nude photographs; and
  - use of electronic communications (email, voicemail, instant messaging programs, etc.) to convey threatening, harassing, or offensive comments or material.

Retaliation against an employee for reporting sexual harassment or for cooperating in an investigation of a complaint of sexual harassment is unlawful. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action that affects the working environment of any person involved in the complaint or investigation.

Complaint procedure

The executive director, or his/her designee, has the authority and responsibility to process all harassment complaints in accordance with the following procedures:

- You do not need to first complain to the alleged harasser before filing a complaint with the executive director. In most instances, complaints should be made to the executive director, or designee.

- The executive director will write a complaint summary based on an oral interview(s) with you. You will be able to review the summary, and if you agree with the summary, your signature will confirm its contents.
- The executive director is authorized to take reasonable interim measures in order to safeguard the individuals involved.

The executive director shall investigate and attempt to resolve problems through a process of interviews with the complaining party, the alleged harasser, and others with knowledge of the situation. All matters involving harassment complaints and the resulting investigations shall remain confidential to the fullest extent possible. As an employee of CRPM, you are expected to protect the confidentiality of other staff by not requesting or sharing information related to any complaints of sexual harassment.

If the director makes a finding that this policy has been violated, s/he will make the final decision regarding a course of action that may include one or more of the following processes:

- training or counseling required for the harasser;
- mediation between the harasser and victim;
- discipline, up to and including immediate termination of the employee who has violated this policy; and
- in the case of non-employees, the executive director may take appropriate measures to ensure the welfare of employees.