

Sexual Harassment and other Unlawful Harassment Policy

It is the VFW's policy to provide a workplace that respects all employees and is free of harassment based upon race, gender, color, national origin, disability or age; take preventive measures regarding harassment; remedy incidents which occur in the course of employment; and ensure that such incidents do not jeopardize employees.

Any employee who believes he or she has been subject to harassment must immediately report the matter to the management so that appropriate action can be taken.

SEXUAL HARASSMENT

The VFW will not tolerate sexual harassment of its employees. Unwelcome sexual advances (either verbal or physical), request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (b) submission or rejection of the conduct is used as a basis for making employment decisions; or (c) the conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment. This definition includes many forms of offensive behavior. While it is impossible to identify every type and nature of harassment prohibited by law, the following is a partial list of sexual harassment examples that are grounds for disciplinary action, including termination:

- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe individual, or suggestive or obscene letters, notes or invitations.
- Physical conduct that includes touching, assaulting or impeding or blocking movements.

COMPLIANT PROCEDURE

Any person who has a complaint of sexual or other unlawful harassment against a superior, a co-worker, a vendor or a person served by the VFW should bring the problem to the attention of the VFW. Complaints may be raised with any of the following persons:

1. Supervisor
2. Adjutant
3. Quartermaster
4. Commander

Sexual Harassment and other Unlawful Harassment (continued)

Employees may choose the one with whom they are the most comfortable. The offending incident or conduct in question should be reported immediately.

The VFW prohibits retaliation against anyone for having raised such a complaint in good faith or cooperating with an investigation of a complaint. Complaints will be promptly investigated and handled as confidentially as possible.

The allegations of the complaint and the identity of the persons involved shall remain confidential, except to the extent disclosure is necessary, in order to conduct a full and impartial investigation, remedy violations, monitor compliance and administer the policy.

A determination will be made as to the appropriate persons assigned to investigate the complaint. The investigation will include, but will not be limited to, discussion with the complainant, those identified in the allegation and witnesses. A report shall be made with recommendation concerning disciplinary action, if necessary. The Adjutant, Quartermaster, and/or Commander will determine the corrective action, if any, notify all parties of their decision and implement that decision. Incidents that do not technically rise to the level of harassment may still warrant corrective action, up to and including discharge.

ACKNOWLEDGMENT

I acknowledge that I have received and read the Veterans of Foreign Wars Sexual Harassment and other Unlawful Harassment Policy. I understand that I am responsible for adhering to this policy.

Signature

Printed Name

Date