

AIUSA'S POLICY AGAINST HARASSMENT

AIUSA is committed to promoting an environment that is professional and in which all employees, members, interns, volunteers and other individuals are treated with dignity and respect. AIUSA will not tolerate harassment of or among employees, members, interns, volunteers or others because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, disability, genetic information, pregnancy, marital status, military or veteran status or any other protected characteristic.

Harassment includes verbal or physical conduct which may offend, denigrate or belittle any person because of or due to any of the characteristics described above. Such conduct includes pictures, jokes, comments, epithets, innuendoes, name-calling or any other behavior which creates an environment that is derogatory, intimidating, hostile or offensive to anyone. Conduct prohibited by this policy is unacceptable in the workplace and in any other AIUSA-related setting outside the workplace, such as during business trips, organizational meetings, and other AIUSA events.

Sexual Harassment

While all types of harassment are prohibited, sexual harassment requires particular attention. Sexual harassment includes any unwelcome sexual conduct, including sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to, acceptance of, or rejection of such advances, requests or conduct is made either explicitly or implicitly a term of employment or as a basis for employment decisions.
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's performance and/or creating an intimidating, hostile, humiliating or offensive environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors. It may involve individuals of the same or different gender. While it is not possible to list all of the actions that would be considered sexual harassment, some examples are:

- Unwelcome sexual advances, whether or not they involve physical touching; sexual assault, or coerced sexual acts.
- Requests for sexual favors in exchange for actual or promised benefits such as a favorable review, salary increases, promotions, or other benefits.
- Sexual gestures, suggestive comments, sexually insulting comments, epithets, jokes or name-calling; written or verbal references about sexual conduct.
- Displaying sexually suggestive objects, pictures, cartoons or computer Web sites.
- Sex stereotyping, such as when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, or gender identity, such as interfering with an individual's work area, equipment, or ability to do their job, name-calling, etc.

Harassment is not limited to the physical workplace itself. It can occur while employees are traveling for AIUSA purposes or at AIUSA sponsored events. Calls, texts, emails, and social media usage can create a harassing environment even if they occur away from the work premises, on personal devices, or during non-work time.

Retaliation

It is unlawful to retaliate against or punish anyone because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to harassment; (3) opposed any act or practice made unlawful by equal employment opportunity laws; or (4) exercised any other legal right protected by federal, state or local law requiring equal employment opportunity and/or prohibiting harassment. AIUSA will not tolerate any such retaliation and will take disciplinary action against anyone who engages in unlawful retaliation.

Complaint & Investigation Procedure

An individual who believes they have been the victim of conduct prohibited by this policy or who believe they have witnessed such conduct should discuss their concerns with AIUSA's National Director of People Capability and Culture (*212-633-4176, 5 Penn Plaza, 16th Floor, New York, NY 10001*) or Executive Director (*202-509-8149, 600 Pennsylvania Avenue, SE 5th Floor, Washington DC 20003*). Managers and supervisors are required to report any complaint that they receive, or any harassment that they observe or of which they become aware.

AIUSA encourages the prompt reporting of complaints or concerns so that that immediate and appropriate action can be taken. Therefore, although no fixed reporting period has been established, early reporting and intervention is encouraged as the most effective method for resolving harassment issues and situations. Complaints can be made orally or in writing. A form for submission of a written complaint is attached to this policy.

AIUSA will promptly investigate every complaint of harassment, discrimination or retaliation and will provide a process for parties to submit relevant information. The Director of Human Resources will typically coordinate the investigation. Typical steps in an investigation include separate interviews with those involved, putting statements from each party in writing, identifying and questioning witnesses, and other appropriate actions. If it is determined that harassment, discrimination or retaliation has occurred, AIUSA will act promptly to stop the offending conduct and ensure that it is not repeated.

If AIUSA determines that one or more individual(s) has engaged in discrimination, harassment or retaliation, AIUSA will take appropriate corrective action. Depending on the facts and circumstances, corrective action may include counseling, training, and a verbal or written warning, transfer, employment termination, or expulsion.

In addition to being subject to discipline themselves if they engaged in harassing conduct, supervisors and managers will be subject to discipline for failing to report suspected harassment, otherwise knowingly allowing harassment to continue, or for engaging in any retaliation.

AIUSA will conduct the investigation with as much confidentiality and privacy for the parties as possible without compromising the thoroughness of the investigation. Individuals are expected to cooperate fully in any investigation. Failure to do so may result in disciplinary action.

If either party to the complaint is dissatisfied with the results or progress of AIUSA's investigation, s/he may discuss this directly with the Executive Director. AIUSA urges everyone to bring any concerns or complaints of harassment to its attention so that such concerns can be addressed.

Legal Protections and External Resources

Harassment is not only prohibited by AIUSA's policy but also by federal, state, and in some locations, local laws. Employees may choose to pursue legal remedies including injunctive relief, damages, and attorneys fees with the following governmental agencies: New York Human Rights Law: New York State Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, NY 10458; 718-741-8000 or www.dhr.ny.gov; California Fair Employment and Housing law, California Department of Fair Employment & Housing, 1-800-884-1684 or contact.center@dfeh.ca.gov; Washington DC Human Rights Act, DC Office of Human Rights, 202-727-4559 or ohr@dc.gov; Federal Civil Rights Act of 1964, U.S. Equal Employment Opportunity Commission, 1-800-669-4000 or www.eeoc.gov or info@eeoc.gov.

AIUSA COMPLAINT FORM FOR REPORTING HARASSMENT

If you believe that you have been subjected to harassment or you have witnessed someone else being subjected to harassment, you are encouraged to complete this form and submit it to AIUSA's Human Resources office in person, by mail, or electronically [5 Penn Plaza, 16th Floor, New York, NY 10001, laskew@aiusa.org]. You will not be subjected to retaliation for filing a complaint. You may also report any concerns about harassment orally to the Human Resources office at any time without completing the complaint form.

Complainant Information:

Name: _____ Job Title: _____
Work Address: _____ Work Phone: _____ Email: _____

Supervisory Information:

Immediate Supervisor's Name: _____ Job Title: _____

Complaint Information:

1. Your complaint of harassment is made about:

Name: _____ Job Title: _____

Relationship to you: Supervisor Subordinate Coworker Other _____

2. Describe what happened and how it is affecting you and your work. Use additional paper if necessary and attach any relevant documents or other material.

3. Provide dates when harassment occurred and state whether it is continuing to occur.

4. List the names and contact information for any individuals who may have information relevant to your complaint.