

# UNLAWFUL HARASSMENT POLICY

## READING COMPANY TECHNICAL AND HISTORICAL SOCIETY

The Reading Company Technical and Historical Society (RCT&HS) opposes harassment of all individuals who are members within or visitors to the organization. All persons have the right to an environment free from the demoralizing effects of harassment or unwelcome, offensive or improper conduct.

For purposes of this policy, harassment shall consist of verbal, written, graphic, or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an activity or creates an intimidating, threatening, or abusive environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's activities.
3. Otherwise adversely affects an individual's activities.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a volunteer's status.
2. Submission to or rejection of such conduct is used as the basis for decisions affecting the individual.
3. Such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with the individual's volunteer commitments or creating an intimidating, hostile, or offensive environment.

The RCT&HS Compliance Officer is the designated contact for any and all claims of unlawful harassment and shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the volunteer or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.

### Complaint Procedure

#### Step 1 – Reporting

A volunteer or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the RCT&HS Compliance Officer.

A volunteer who suspects or is notified that a volunteer or third party has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the RCT&HS Compliance Officer.

If the RCT&HS Compliance Officer is the subject of a complaint, the volunteer or third party shall report the incident directly to the RCT&HS President.

#### Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the RCT&HS Compliance Officer shall immediately investigate the complaint, unless the RCT&HS Compliance Officer is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

#### Step 3 – Investigative Report

The RCT&HS Compliance Officer shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

#### Step 4 – RCT&HS Action

Report of any investigation by the Compliance Officer shall be presented to the Board of Directors for appropriate action and shall be considered highly confidential. If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the RCT&HS shall take prompt, corrective action to ensure that such conduct ceases and will not recur. The RCT&HS Compliance Officer shall document the corrective action taken and, where not prohibited by law, inform the complainant of the outcome of the investigation.

Disciplinary actions may include, but are not limited to, suspension from organization activities, suspension of membership, or removal from a volunteer position.

#### Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the RCT&HS Board of Directors within fifteen (15) days.
2. The RCT&HS Board of Directors shall review the investigation and the investigative report.
3. The RCT&HS Board of Directors may confirm, refuse, or modify any finding or corrective action as part of the appeal procedure.
4. The RCT&HS Board of Directors shall prepare a written response to the appeal within thirty (30) days. Copies of the response shall be provided to the complainant and the accused.

Adopted February 7, 2012