

Sexual & Other Unlawful Harassment

RURITAN NATIONAL is committed to an environment in which all individuals are treated with respect. RURITAN NATIONAL expressly prohibits discrimination and all forms of harassment based on race, color, religion, sex, pregnancy, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or volunteerism; (2) submission or rejection of the conduct is used as a basis for making employment/ volunteer decisions; or, (3) the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcome physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- 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 sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

RURITAN NATIONAL strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to a member of your Governing Body¹.

¹Governing Body – Any officer or director at any level of leadership, inclusive of the Executive Director, as applicable.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Anyone found to be engaged in any form of sexual or other unlawful harassment shall be subject to appropriate disciplinary action.

Each investigation is to be thoroughly documented; all documents are to be kept secured at the level the investigation was conducted (Club, District, National records); with a complete copy forwarded to the National Office.

Retaliation Prohibited:

RURITAN NATIONAL expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, may be subject to appropriate disciplinary action.

Disciplinary Action

Disciplinary action at RURITAN NATIONAL is intended to fairly and impartially correct behavior early on and to prevent recurrence.

RURITAN NATIONAL reserves the right to administer disciplinary action at its discretion and based upon the circumstances.