

POLICY STATEMENT 3.23 THE NATIONAL EXCHANGE CLUB

HARASSMENT

The National Exchange Club (NEC) will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at all National, District, and Local Exchange Club sponsored events and directly related functions. This policy applies to all NEC employees, members, guests, vendors, and persons doing business with The National Exchange Club.

Examples of conduct prohibited by this policy include, but are not limited to:

- Conduct or material that promotes hatred or physical harm of any kind against any group or individual;
- Conduct or material that threatens, harasses, or advocates harassment of another person;
- Conduct or material that exploits people in a sexual or violent manner;
- Conduct or material that is abusive, threatening, obscene, defamatory, or libelous;
- Conduct that has the purpose or effect of interfering with an individual's membership: or such conduct creates an intimidating, hostile, or offensive environment;
- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- Any sexually offensive or abusive physical conduct;
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, such as:

- Repeated, unwelcome sexual suggestions or physical conduct at any time during NEC sponsored or directly related activities;
- Sexual language or images that violate the established space at NEC meetings or other NEC sponsored activities;
- Use of NEC contact information to make repeated, unwelcome personal or sexual suggestions outside of NEC sponsored activities; or
- Demands for sexual favors made explicitly or implicitly a condition for support of a volunteer appointment or volunteer request.

All complaints of sexual harassment are to be treated seriously by relevant staff and volunteer leaders, in confidence and without retaliation or hostility toward the individual presenting the complaint.

Sexual harassment can be grounds for termination of Exchange Club membership in accordance with The National Exchange Club Bylaws, Article III, Section 4: "... individuals of good character and community standing ...".

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given The National Exchange Club's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by the NEC to stop and remedy such conduct, including interim measures during a period of investigation. Retaliation of any kind or discriminating against a member who reports a suspected incident of harassment or who cooperates in an investigation is prohibited.

*Adopted: National Board of Directors
Toledo, Ohio, November 3, 2017*