

# Active 20-30 U.S. & Canada

## *April 19, 2021*

### **HARASSMENT POLICY**

Active 20-30 U.S. & Canada (hereinafter “Active 20-30”) does not tolerate harassment of board or club members. Offensive conduct based on any classification protected by federal, state, and local laws and ordinances is a violation of this policy. Any board or club member who feels he/she/they have been subject to harassment from a board or club member should consult with Active 20-30’s National President, a member of the National Board, or the local club President. If a board or club member knows or has reason to know that any Active 20-30 member, or other persons in connection with any Active 20-30 activity or event, that is related in any way to Active 20-30, such involvement is required to be documented with the National Office in accordance with Active 20-30 policies and procedures.

The National Board may adopt written rules and procedures and is authorized to take action it deems appropriate to administer and enforce this policy.

**Harassment Defined.** Harassment under this policy is unwelcome verbal, visual, or physical conduct creating an intimidating or offensive environment that interferes with performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone’s way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is lawful. Because it is difficult to define unlawful harassment, board or club members are expected to behave at all times in a professional and respectful manner.

**Sexual Harassment Defined.** Sexual harassment under this policy can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include, but are not limited to:

- Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment
- Obscene or vulgar gestures, posters, or comments
- Propositions, or suggestive or insulting comments of a sexual nature
- Derogatory cartoons, posters, and drawings

- Sexually explicit texts, instant messages, e-mails, voicemails, or other methods of communication
- Uninvited touching of a sexual nature
- Conduct or comments consistently targeted at only one sex, even if the content is not sexual
- Teasing or other conduct directed toward a person because of the person's sex

All such conduct is unacceptable in Active 20-30 and in any related settings, such as workshops, meetings, conferences and social functions, regardless of who engages in the conduct.

**Reporting.** If a board or club member believes, knows, or has reason to know, that this policy has been violated, they are required to promptly bring the matter to the immediate attention of Active 20-30's President or a member of the National Board, and file a written report regardless of the seriousness or credibility of the violation, and regardless of whether the alleged victim of the harassment wishes to file a formal complaint or not. The reason for this requirement is that once Active 20-30 or any constituent Club knows or has reason to know that a violation of this Harassment Policy has occurred, Active 20-30 must take reasonable steps to protect its members and guests from harassment, and to ensure the safety and well-being of its members. The member reporting the harassment shall be invited to file a formal complaint and be provided with the appropriate forms to make such a complaint. The online complaint form for National Active 20-30 is located with this link to [2021 Harassment Policy & Procedures](#).

**Investigation.** After receiving the formal complaint, Active 20-30's National Office shall promptly call or constitute the/a Special Ad hoc Committee, which will then review the complaint and commence (or direct the commencement of) an investigation. The investigation may be conducted by the Special Ad hoc Committee, a professional and non-partisan investigator, or the local club, in the sole discretion of the Special Ad hoc Committee, provided that the person or persons conducting the investigation shall be reasonably independent and impartial. The Special Ad hoc Committee members shall include not less than three (3) persons designated by the current National President and ratified by the National Executive Committee. The Special Ad hoc Committee shall endeavor to ensure that the investigation in as confidential manner as is reasonably possible/practical. The extent of the investigation shall be determined in the discretion of the Special Ad hoc Committee in consultation with the investigator.

**Action.** Upon conclusion of the investigation, the results of the investigation findings will be reported to the President and the National Board. The National Board will review the investigation results and take prompt and appropriate corrective measures against any person who has engaged in conduct in violation of this policy. Such action can include, but is not limited to:

- Dismissal of the complaint based on lack of cause or evidence
- Formal reprimand and documentation
- Mandatory harassment or sexual harassment training
- Exclusion from particular Club events

- Suspension
- Probation
- Expulsion

If a formal complaint was filed, the complaining party and accused shall be provided written notice of the action taken pursuant to this policy. The details and reports of the investigation shall be provided to the complainant and accused to the extent directed by the National Board in its sole discretion.

**No Retaliation.** Active 20-30 prohibits retaliation for reporting perceived violations of this policy or cooperating in any way in the investigation. If you believe someone has violated this no-retaliation policy, you should bring the matter to the immediate attention of the National Active 20-30 President, a member of the National Board of Directors, or the local club President. The filing of a willfully false or misleading complaint pursuant to this policy may result in disciplinary action as set forth in Active 20-30 Bylaws and policy.

**Education and Training.** Active 20-30 is dedicated to ensuring the safety of our members. In order to ensure a safer environment, all Active 20-30 Board members on the local and National club level, as well as other members serving on committees or leadership positions should aspire to complete sexual harassment prevention training annually.