

# HARASSMENT POLICY

## **Harassment Free Organization**

Sail Chicago is committed to providing an environment based on mutual respect and teamwork. That means an environment free of harassment.

## **Harassment Prohibited**

Sail Chicago defines *harassment* as behavior or comments that create a hostile environment for another person because of race, religion, color, sex, sexual orientation, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws.

Verbal, physical, sexual or any other form of harassment that belittles or demeans any individual on the basis of race, religion, color, sex, sexual orientation, age, pregnancy, national origin, disability, veteran or family status, or any other status or condition protected by applicable federal, state or local laws is also strictly prohibited.

Prohibited harassment includes conduct that has the purpose or effect of unreasonably interfering with someone's experience in the organization or creating an environment that is hostile, intimidating or offensive.

Sexual advances; requests or demands for sexual favors; threats; physical conduct of a harassing nature; jokes; slurs; and other harassing language or conduct that is meant to intimidate or that negatively impacts someone's environment is strictly prohibited.

## **Harassment Free Organization**

Sail Chicago does not tolerate and expressly prohibits harassment or any acts (physical, verbal or otherwise) that create a hostile or intolerable environment for any volunteer, participant, or member because of race, religion, color, sex, sexual orientation, age, pregnancy, national origin, veteran or family status, or other status or condition protected by applicable federal, state or local laws.

This policy applies to every person in the organization and everyone who participates in Sail Chicago sponsored activities no matter his or her authority, position or classification.

## **Reporting Harassment**

If you believe you are harassed or if you know or suspect harassment to another volunteer, participant, or member, you must report it immediately to the Human Resources Director, Chairman, or Board of Directors.

Please note that you are not required to confront the person or persons that have given you reason to report. However, if you experience wrongdoing, such as harassment, you must make a reasonable effort to make the wrongdoing known as soon as or soon after you experience or discover it. Discussing or reporting acts of harassment to any person not listed above does not constitute a report.

## **Retaliation Prohibited**

If you believe you are being subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above. Please note that you do not have to confront the person that is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any volunteer, participant, or member that retaliates against another volunteer, participant, or member for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination. Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power.

## **Harassment Investigations**

If warranted, Sail Chicago will investigate credible allegations of harassment. Sail Chicago may use third parties to assist in such investigations. All volunteers, participants, and members have a responsibility to cooperate fully in any such investigation. Unreasonable refusal to participate in an investigation of a complaint of harassment may lead to being banned from Sail Chicago.

## **Interim Measures and Remedial Action**

Pending completion of the investigation, interim measures may be taken, as recommended by the Board of Directors. Examples of such measures include: temporary reassignment of volunteer duties, temporary replacement with a substitute volunteer, temporary suspension of participation in on-the-water privileges, temporary suspension of Skipper privileges, and temporary suspension of Membership. Interim measures are not disciplinary actions, nor are they an indication of belief regarding the truth of allegations or the outcome of the investigation.

## **False Claims Prohibited**

Any instance where member(s) make a knowingly false claim of wrongdoing, like a knowingly false claim of harassment, will be evaluated with the potential for the member(s) to be banned from the organization.

## **Confidentiality**

Allegations of conduct in violation of Sail Chicago's Harassment Policy may have serious implication for the personal and professional lives of our members and their guests. No confidential or investigation information shall be released to any party or entity except as necessary to conduct the investigation. Directors are admonished to exercise caution regarding the transmission of sensitive information relative to allegations of unlawful harassment or retaliation so that the information is not inadvertently shared with any party outside of the investigation. Directors must not disclose the existence or nature of such allegations to any party outside of the Board of Directors unless that individual has a need to know the information or the Director is under an affirmative obligation (e.g. court order) to disclose the information

## **Questions About This Policy**

If you have questions, suggestions or concerns about this policy, you should direct them to the Human Resources Director, Chairman, or Board of Directors.