



ASP Anti-Harassment Policy for Volunteers and Employees

POLICY:

This policy sets forth the Appalachia Service Project's anti-harassment policy and the reporting and investigating procedures for such incidents. It is the policy of the Appalachia Service Project, Inc., that no one will be subject to harassment based on race, sex, age, religion, national origin, color, ancestry, veteran status, marital status, sexual orientation, creed or disability.

PRACTICE:

1. This policy applies to all ASP volunteers, ASP employees (full time, part-time, temporary, and seasonal), and all other participants in ASP programs.
2. This policy supersedes all previous ASP anti-harassment policies.
3. Likewise, sexual harassment is unacceptable and will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature, whenever:
 - a. submission to the conduct is either an explicit or implicit term or condition of employment or volunteering
 - b. an employee or volunteer's reaction to the conduct is used as a basis for employment or volunteer decisions affecting that employee or volunteer
 - c. the conduct has the purpose or effect of interfering with the employee or volunteer's work performance or creating an intimidating, hostile, or offensive work or volunteer environment
4. No employee or volunteer should be subjected to unsolicited and unwelcome sexual overtures. Nor should any employee or volunteer be led to believe that an employment or volunteer opportunity or benefit will in any way depend upon "cooperation" of a sexual nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome and that is personally intimidating, hostile or offensive.
5. Reporting Harassment. Any employee or volunteer who feels that they have been the subject of harassment or who has reason to believe that another employee, volunteer or program participant has been the subject of harassment has the obligation to notify one of the following:
 - ◆ their departmental director/center director
 - ◆ the Director of Human Resources
 - ◆ the Executive Director

6. Investigating Reports of Harassment. All reports of harassment will be investigated. Anyone who is found to have engaged in prohibited practices will be subject to appropriate sanctions, up to and including termination of employment or volunteering.
7. Investigating Procedure. The individual who makes the report must provide the following information:
 - a. name(s) of individual(s) making the report
 - b. name(s) of individual(s) accused of harassment
 - c. details of the incident, to include date(s), time(s), place(s), and description of harassing act(s), words, or gesture(s)
 - d. reaction of individual(s) who were the target of the harassment
8. Retaliation. ASP will not tolerate harassment, and no one will be retaliated against for making a harassment complaint.
9. Actions by Non-Employees. Any employee or volunteer who feels that they have been the victim of harassment by an individual who is not an ASP employee or volunteer (i.e., other volunteer, vendor, contact official) should report the incident immediately to their departmental director/center director or to the Director of Human Resources. ASP will not tolerate harassment of employees or volunteers by individuals outside the agency.

EXAMPLES OF HARASSING BEHAVIOR:

Wolf Whistles
Leering
Sexual innuendo
Comments about a person's body
Tales of sexual exploits
Graphic descriptions of pornography
Pressure for dates
Hooting, sucking, lip-smacking, and animal noises
Sexually explicit gestures
Unwelcome touching and hugging
Displaying pornography in the workplace
Insisting that workers wear revealing clothing
Inappropriate gifts (for example, lingerie)
Inappropriate invitations (for example, to go to a hot tub or nude beach)
Discussion of one's partners sexual inadequacies
"Accidentally" brushing sexual parts of the body
Leaning over or otherwise invading a victim's space
Sexual sneak attacks (such as grabbing breasts or buttocks on the run)
Indecent exposure
Soliciting sexual services
Demanding sexual services

- *Excluding women/men/group from meetings
- *Sabotaging a person's work
- *Sexist/Racist/Religious/Disability/Military jokes and cartoons
- *Hostile putdowns of women, men, disabled, race, etc.
- *Public humiliation
- *Obscene phone calls
- *Lewd and threatening letters
- *Stalking a victim
- *E-mailing or faxing Sexist/Racist/Religious/Disability/Military jokes