

## **PROHIBITED HARASSMENT**

The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio has adopted a policy of "zero tolerance" with respect to member harassment. Harassment of any kind is counter-productive and does not belong in a work setting. The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio does not tolerate harassment on the basis of race, color, sex, religion, age, marital status, national origin, sexual orientation, physical or mental disability or any other protected characteristic as established by law by any person -- including any supervisor, co-worker, vendor, or customer. Violations of this policy will subject any member to discipline, up to and including termination of membership.

Harassment is defined as verbal, physical, or visual conduct related to any protected status which:

1. Denigrates or shows hostility or aversion toward an individual because of their protected status, or that of their relatives, friends or members;
2. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
3. Has the purpose or effect of unreasonably interfering with an individual's ability to engage in club activities; or
4. Otherwise adversely affects an individual's professional development opportunities.

Harassment can take many forms. It may be, but is not limited to, words, epithets, slurs, negative stereotyping, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence that relate to any protected status. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against any member for discussing or making a harassment complaint.

### **Sexual Harassment**

The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio also prohibits sexual harassment. Sexual harassment is defined as:

1. Unwelcome sexual advances;
2. Requests for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature, particularly where:
  - a. submission to such conduct is made explicitly or implicitly a term or condition of membership;
  - b. submission to or rejection of such conduct is used as a basis for decisions affecting an individual's membership; or
  - c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment;

3. Sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material; or
4. Unwelcome physical contact, such as patting, pinching, or brushing against another’s body.

## **Reporting Harassment**

While The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio encourages you to communicate directly with the alleged harasser, and make it clear that the harasser’s behavior is unacceptable, offensive or inappropriate, it is not required that you do so. However, it is essential that all The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio members uphold their responsibility for keeping the work environment free of harassment. Therefore, if any member believes that he or she has either experienced or witnessed any prohibited harassment, then that member must immediately report the incident to The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio’s Leadership. When leadership becomes aware of the existence of harassment, The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio is obligated to take prompt and appropriate action, whether or not the victim wants The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio to do so.

All complaints or reports of harassment will be promptly investigated and kept confidential to the extent possible. All members, including individuals who make a complaint or who are subject of a complaint, have an obligation to fully assist and cooperate with all aspects of The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio’s investigation. If The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio determines that a member has harassed another member, appropriate remedial action will be taken against the offender.

The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio prohibits any form of retaliation against a member for lodging a bona fide complaint under this policy or for assisting the investigation of a claim of harassment.

## **PROHIBITED RETALIATION**

The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio prohibits any form of retaliation against a member for lodging legally protected complaints or for assisting in the investigation of a claim involving a legally protected complaint. Such legally protected complaints include but are not limited to complaints of harassment or discrimination. It is essential that all members immediately report to the office any retaliatory conduct or action. Therefore, if any member believes that he or she has either experienced or witnessed any prohibited retaliation, then that member must immediately report the retaliation to The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio’s Leadership. When a member of The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio’s leadership becomes aware of the existence of retaliatory conduct, The Rotary Club of West Shore (Fairview Park, North Olmsted, West Park), Ohio will take prompt and appropriate action to stop it. Complaints of retaliation will be handled in the same manner as harassment complaints under the Anti-Harassment policy above.