

Harassment Prevention Policy

WVSABC is committed to a volunteer environment in which all individuals are treated with respect and dignity. Each individual has the right to volunteer in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, WVSABC expects that all relationships among persons in the volunteer “workspace” will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, WVSABC maintains a strict policy of prohibiting unlawful harassment of any kind, including any unwelcome verbal or physical conduct based on race, color, religion, national origin, sexual orientation, sex, age, physical or mental disability or any other characteristic protected by state, federal or local laws. This policy applies to all WVSABC Members/Volunteers who engage in unlawful harassment in the volunteer “workspace.”

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as taunts, threats, spreading false rumors, snubbing, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments. Bullying can also be defined as a verbal form of harassment.
- Visual conduct such as derogatory gestures, photography, or emails.
- Physical conduct consists of constantly and invasively pursuing an individual with the aim of establishing contact against the individual’s will such as assault, unwanted touching, blocking normal movement or interfering with movement.
- Sexual conduct including all kinds of intimidating or coercive behavior of a sexual nature. Sexual harassment can be physical, verbal, or non-verbal.
- Retaliation for having reported or threatened to report unlawful harassment.

WVSABC has a zero-tolerance policy for any form of harassment or discrimination.

Members/Volunteers who violate this policy are subject to discipline up to and including the possibility of immediate termination of membership.

Any WVSABC Member/Volunteer who believes he or she has been harassed by a fellow Member/Volunteer should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the WVSABC Board. The Board will direct any Member/Volunteer making a report to fill out a Whistleblower Reporting Form. Any reported incident must have taken place at a fundraising event, club meeting, or club function, and/or the reported incident or incidents must be

unwelcomed and objectively severe and pervasive enough to create a volunteer environment that a reasonable person would find hostile or abusive. Upon receipt of a complaint and/or Whistleblower Reporting Form, the Board will undertake a prompt, thorough, objective, and good faith investigation of the harassment allegations.

If the WVSABC Board determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any Member/Volunteer determined by the Board to be responsible for harassment will be subject to appropriate disciplinary action, up to and possibly including immediate termination of membership. Members/Volunteers will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by fellow members against any complainant or anyone assisting in a harassment investigation.

Employee Acknowledgement

This acknowledges that I have received a copy of WVSABC's Harassment Prevention policy. I acknowledge that I am expected to read, understand, and adhere to WVSABC's harassment policy. I understand that if I have questions regarding the contents of this policy, I should ask the WVSABC Board. I understand that a violation of WVSABC's harassment policy could result in immediate termination of my Club Membership.

Member/Volunteer Signature

Date

Member/Volunteer's Printed Name

**WVSABC is a Non-profit Booster Club consisting of volunteers only. We are not a place of employment and we do not employ members. Where the term "workspace" is used in this policy, it is referring to the "work" environments we volunteer in at the venues we are contracted with.*