

Brewster Elks Lodge # 2101
Sexual Harassment Policy



Sexual harassment is a form of discriminatory behavior. No employee whether paid or non-paid shall be subjected to unwelcome verbal or physical advances, or any other “on the job” conduct which could be interpreted as harassment. Harassment based on other types of unlawful discrimination, like race, religion, or national origin, is also unacceptable. Everyone in the Lodge is expected to work actively to maintain a work place which is free from discrimination at all levels of employee relations.

Sexual harassment is unwanted verbal or physical abuse or advances, or demands for sexual favors in return for hiring, promotion, or tenure. The EEOC has issued guidelines as to when it will find liability under Title VII.

- Where submission to conduct is an explicit or implicit term or condition of employment.
- Where submission or rejection is used as a basis for employment decisions.
- When such conduct interferes with employee’s work performance or creates a hostile or offensive work environment.

All Members are expected to conduct themselves in their daily activities in such a way as to ensure that no discrimination of any description occurs to any action with respect to compensation, benefits, privileges, layoffs, returns from layoffs, training and social programs.

Any Officer, Chairperson (Supervisor), or other member who is found, after appropriate investigation, to have engaged in unlawful harassment of another member/employee or applicant, will be subject to immediate disciplinary action, up to expulsion from the BPOE.

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These guidelines cover all paid and non-paid employees, Officers, Committee Chairs and volunteers of Brewster Elks Lodge # 2101. The Lodge will not tolerate, condone or allow sexual harassment by anyone who has contact with the Lodge.

Enforcement of Guidelines: The Exalted Ruler shall appoint a member or a committee of his or her choosing for the enforcement of the provisions of these guidelines, and will publish the name of the member or members appointed to receive and investigate complaints. The committee or member will formulate procedures with respect to their handling of complaints and report their findings with recommendations for appropriate action to the Board of Directors. Any person who feels that they have been a victim of sexual harassment shall bring the problem to the immediate attention of the committee member or members. If the complainant is not satisfied with the handling of the complaint by the committee member or members, he or she shall report the matter to the Exalted Ruler for further consideration. Should the incident involve one of the committee members, the Exalted Ruler will appoint a replacement Committee member.

Any allegation of discrimination or harassment that is brought to the attention of the Committee will result in a mandatory, confidential investigation of the incident. It is intended that the privacy of the persons involved will be protected. All reports of sexual harassment shall be kept in confidence, except as necessary to investigate the complaint and to respond to any legal and/or administrative proceeding arising out of, or relating to, the sexual harassment complaint.

Retaliation in any form against a complainant who exercises their right to make a complaint under these guidelines is strictly prohibited and will itself be cause for appropriate disciplinary actions.

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If any member feels that they have been subjected to any harassment, including sexual harassment, or that another member has received more favorable treatment due to such discriminatory behavior, notify the Exalted ruler or one of the members of the committee established to review such complaints, immediately. You will not suffer retaliation for reporting your concerns.

Retaliation in any form against a complainant who exercises their right to make a complaint under this policy is strictly prohibited and will itself be cause for appropriate disciplinary action.