

Gonna B'ERs

SEXUAL HARASSMENT & DISCRIMINATION



INTRODUCTION

- I'm sure everyone in this room is aware that federal and state equal opportunity laws prohibits discrimination and harassment in the workplace. The purpose of this training is to briefly review the Grand Lodge's Discrimination and Harassment Guidelines Manual.



Discrimination and Harassment Guidelines For Local Lodges



Benevolent and Protective Order of Elks

Grand Lodge

Discrimination and Harassment Guidelines for Local Lodges

510900

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The manual has been provided as a resource to assist local lodges and may be used in whole or part to establish your lodges discrimination and harassment guidelines.

A very important reminder for those that oversee employees in your lodge and that is to review the Discrimination and Harassment Guidelines annually as well as all new hires during their new employee orientation requirements. The Acknowledgement of Sexual Harassment Guidelines can be found on page 7 of the manual and should be signed and placed in their personnel file.

[Lodge Letterhead]

**Acknowledgement of
Sexual Harassment Guidelines**

Date _____

I am an employee of _____
Lodge No. _____ of the Benevolent and
Protective Order of Elks. I acknowledge
receipt of the Sexual Harassment
Guidelines as adopted by the Lodge.

Printed Name

Signature

DISCRIMINATION AND HARRASMENT TRAINING FOR LOCAL LODGES

- **Purpose**

- This training has been established to maintain a working environment that encourages mutual respect, accountability, promotes positive working relationships among employees and members, and is free from all forms of harassment, violence or intimidation.

EMPLOYEE CONDUCT

•As representatives of the Elks Lodge, all employees are expected to conduct themselves in a professional, respectful and ethical manner regardless of their location or situation. As such, certain employee conduct or behavior is considered unacceptable and may result in corrective or disciplinary action up to and including termination of employment. These behaviors include, but are not limited to the following:

- - ⌚ Posing an imminent danger to himself/herself or fellow employees;
- - ⌚ Threatening, harassing or intimidating others;
- - ⌚ Physically or verbally abusing others;
- - ⌚ Inappropriate or unwanted sexual conduct or harassment;
- - ⌚ Knowingly providing false information to the investigating member(s) during a Lodge investigation.

QUESTIONS ???

HARASSMENT-FREE WORKPLACE

The Lodge is committed to a work environment which all individuals are treated with respect and dignity. Each individual has the right to work in an atmosphere that prohibits harassment of any kind.

Examples of unlawful harassment include but are not limited to:

1. Unwelcome sexual advances or conduct, requests for sexual favors, or other verbal or physical conduct of a sexual nature where such conduct is sufficiently serious to create and intimidating, hostile, or offensive work environment.
2. Verbal comments that are derogatory in nature relating to another's race, color, religion, national or ethnic origin, gender, age, disability, medical condition, veteran status, sexual orientation, gender identity or expression, pregnancy status, marital status.
3. Display or transmittal of written text, recorded comments, jokes, pictures, photographs, drawings, or referrals to websites or internet materials which are of a sexual or offensive nature. or are derogatory in nature relating to another's race, color, religion, national or ethnic origin, gender, age, disability, medical condition, veteran status, sexual orientation, gender identity or expression, pregnancy status, marital status or any other legally protected characteristics that create an intimidating, hostile or offensive working environment.

AVOID



Pregnancy, Disability, Racial & Age

DISCRIMINATION

Reporting Harassment

All employees are required to take responsibility for reporting harassment occurring in the Lodge, and assist in maintaining a work environment that is free from discrimination, harassment and retaliation. In the event that an employee becomes aware of unlawful harassment or believes that he/she is the target of such harassment, the employee may contact their immediate supervisor, and/or the Exalted Ruler to report the situation.

Harassment Complaints

All complaints of harassment will be appropriately investigated, and action will be taken as deemed necessary. To the extent that it is possible to do so, the Lodge will respect the privacy of all individuals involved in the investigation and endeavor to keep all harassment complaints, as well as the investigative process for resolving those complaints, confidential. The Lodge will not tolerate any form of retaliation or reprisal against any employee who has made a complaint of unlawful harassment or discrimination.

Corrective Action

To address employee conduct and behavioral issues, the Lodge generally observes a process of corrective or disciplinary action until the issue is resolved. If the behavior or conduct is not resolved through this process, further disciplinary action or termination of employment may result. Some workplace conduct may be so serious as to warrant immediate termination of employment. Similarly, any supervisor or Lodge Officer who is aware of unlawful harassment and condones such conduct by allowing it to continue will be subject to disciplinary action up to and including termination of employment. Non-employees in violation of this policy are subject to appropriate remedial action including but not limited to removal from the Lodge property and/or termination of the Lodge relationship.