

Non-Harassment

We prohibit harassment of one Affiliate by another Affiliate, NRCS staff member, administrator, or volunteer for any reason based on a “protected class” (see above) including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of an Affiliate by third parties is also prohibited.

The purpose of this policy is not to regulate the personal morality of Affiliates, it is to ensure that in the workplace, no Affiliate is harassed or harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text message, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing. Any Affiliate who believes that he/she has been harassed or who witnesses harassment should report the situation immediately to the Executive Director. If this contact does not respond in a manner the Affiliate deems satisfactory or consistent with this policy, the Affiliate is required to report the situation to the Capital RC&D Chairperson.

Capital RC&D will investigate all such reports as confidentially as possible. Adverse action will not be taken against the Affiliate because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

Our Council is pledged to preserving a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by another Affiliate, administrator, NRCS staff, or volunteer.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with Capital RC&D, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed.

All Affiliates are responsible for helping ensure that our workplace is kept free of sexual harassment. If you feel you have been a victim of sexual harassment, report the behavior to the Executive Director. If you have witnessed sexual harassment, you also are urged to report the incident so that prompt action may be taken.

All complaints will be treated seriously, kept as confidential as possible and investigated fully. Capital RC&D expressly forbids any retaliation against Affiliates for reporting sexual harassment. If, however, Capital RC&D finds that false charges have been filed, disciplinary action may be taken against anyone who provides false information.

If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment. Capital RC&D will take appropriate corrective actions against anyone found to be in violation of this policy, this may result in disciplinary action, up to and including discharge.