

Harassment and Discrimination Policy

POLICY: The Southern States Llama Association (SSLA), Inc. believes in and is committed to a trusting, safe activity environment free from discrimination and harassment. Any act of discrimination or harassment is unacceptable.

Note: This policy is not intended to preclude the right of any individual to access legal remedies, which may be available including those under Criminal Code, Occupational Health and Safety Act, or civil action.

DEFINITIONS:

Discrimination refers to intolerant behavior towards individuals or groups. The intolerant behavior may be direct (e.g. denying people access to membership or SSLA activities based on their color, nationality, dress, etc.) or systematic (e.g. denying someone because of culturally-biased testing). Discrimination may come from an individual or through systems and attitudes within institutions. Harassment is defined as engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. Harassment can make one feel uncomfortable, embarrassed, offended or intimidated. Harassment and discrimination can be found on three levels: peer-to-peer, membership-to-public and public-to-membership. Prohibited grounds for discrimination and/or harassment include:

- Age
- Marital Status
- Ancestry
- Place or Origin
- Citizenship
- Political Affiliation
- Color
- Race
- Creed
- Record of Offences
- Ethnic Origin
- Sex (Pregnancy)
- Family Status
- Sexual Orientation
- Handicap

Behavior that may constitute harassment includes but is not limited to:

1. Derogatory or inappropriate comments, teasing, jokes, innuendoes or taunting.
2. Display or circulation of any inappropriate, derogatory or offensive written materials, cartoons or pictures.
3. Creation of an unpleasant, intimidating or intolerable environment through a pattern of offensive, threatening or hostile comments or conduct.
4. Stalking.
5. Inappropriate physical contact.
6. Physical or verbal abuse.

7. Refusing to communicate, converse or work with an individual.
8. Sexual assault/abuse.
9. Suggestive looks, leering, staring or gestures.
10. Unwelcome and unsolicited sexual advances.
11. Reprisal or threat of reprisal for the rejection of a sexual advance or solicitation.
12. Reprisal or threat of reprisal against an individual for having invoked this policy or participated in any investigation under this policy.

The SSLA has a responsibility to:

1. Provide all volunteers and members with a copy of the SSLA Anti-harassment and Anti-discrimination Policy.
2. Provide an environment that encourages prospective complainants to report all incidents of harassment or discrimination.
3. Provide a mechanism to handle and investigate harassment and discrimination complaints.

The SSLA Board of Directors has a responsibility to:

1. Protect all members from harassment and discrimination.
2. Respond immediately to complaints.
3. Remove from membership those members found guilty of violating this policy.

Members have a responsibility to:

1. Ensure that the SSLA activity environment is free from harassment and discrimination.
2. Refrain from engaging in any behavior that may be perceived as harassment or discrimination.
3. Report incidents of harassment and discrimination or retaliation.

PROCEDURE:

1. An SSLA member who has a complaint alleging violation of this policy should make his/her disapproval known to the harasser and request all offensive behavior cease.
2. The complainant should maintain a personal written record of the alleged nature of the harassment/discrimination, date(s), time(s), behavior and list of witness(es).
3. If the harassment/discrimination has not ceased, the complainant is encouraged to make a written complaint to any SSLA Board Director. The Director will bring this to the SSLA Board of Directors who investigate the complaint.
4. All complaints and investigations will be handled as confidentially as practical and appropriate under the circumstances. SSLA Board of Directors shall make every effort to safeguard the confidentiality of all records relating to complaints, including contents of meetings, interviews, results of investigations and other relevant material.
5. Where a volunteer of SSLA is performing SSLA responsibilities and feels harassed/discriminated by a member of SSLA or a member of the public, s/he is to

discuss this issue immediately with an SSLA Board Director to determine the most appropriate course of action.

6. Any volunteer who has violated SSLA's policy against harassment and discrimination will be disciplined according to the severity of the actions, up to and including dismissal from membership.
7. Any false and fabricated charges against innocent members, which undermine working relationships and personal dignity, will not be condoned. Any SSLA member found to be engaged in such behavior will be subject up to and including dismissal from membership.
8. When the facts upon which the complaint is based occurred more than six months before the complaint is made, the investigator in conjunction with Company X will decide whether to deal with this complaint.