



## **POLICY AGAINST WORKPLACE HARASSMENT**

*Climate Rights International (CRI)* is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers.

*CRI's* commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, *CRI* has developed a policy against harassment and a reporting procedure for employees who have been subjected to, or witnessed, harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. *CRI's* property (*e.g.*, telephones, computers, and computer applications such as e-mail and remote workspaces) may not be used to engage in conduct that violates this policy. *CRI's* policy against harassment covers employees and other individuals who have a relationship with *CRI* which enables *CRI* to exercise some control over the individual's conduct in places and activities that relate to *CRI's* work (*e.g.*, directors, officers, contractors, vendors, interns, volunteers, *etc.*).

### **Prohibition of Sexual Harassment**

*CRI's* policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when:

- (1) submission to such conduct is made an express or implicit condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples:

- (1) unwelcome sexual advances – whether they involve physical touching or not;
- (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or
- (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment:

- (1) use of sexual epithets, jokes, written, or oral references to sexual conduct, gossip regarding one's sex life;
- (2) sexually oriented comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- (3) displaying sexually suggestive objects, pictures, or cartoons;
- (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
- (5) sexual gestures or sexually suggestive comments;
- (6) inquiries into one's sexual experiences; or
- (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against *CRI* policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

### **Prohibition of Other Types of Discriminatory Harassment**

It is against *CRI*'s policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, ethnicity, color, creed, gender, religion, marital status, registered domestic partner status, sexual orientation, age, national origin or ancestry, physical or mental disability, pregnancy, childbirth or related medical condition, veteran or military status, genetic characteristics or information, gender identity or expression, or other protected category (or that of the individual's relatives, friends, or associates) that:

- (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and
- (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or posted anywhere on *CRI's* equipment or remote workspaces.

Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against *CRI* policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating with an investigation of a complaint of discriminatory harassment.

### **Reporting of Harassment**

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of *CRI*, you should report the incident immediately to your supervisor, or to the Executive Director. Possible harassment by others with whom *CRI* has a business relationship, including donors, contractors, and interns, should also be reported as soon as possible so that appropriate action can be taken.

If you are a supervisor or manager and someone comes to you with a complaint or report, if you suspect the behavior, or you hear about a concern from someone else, you must report it immediately to the Executive Director. If someone says or suggests that you personally engaged in inappropriate conduct, you must report that as well.

*CRI* will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. *CRI's* goal is to conduct a thorough investigation to determine whether harassment occurred and to determine what action to take if it is determined that improper behavior occurred.

If *CRI* determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Upon completion of the investigation, *CRI* will inform the employee who made the complaint of the results of the investigation to the extent practicable while respecting the parties' confidentiality and privacy.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible sexual or discriminatory harassment with the Executive Director. In a case where the allegation of harassment is against the Executive Director, please notify the Vice-Chair of the Board of Directors.

### **No Retaliation**

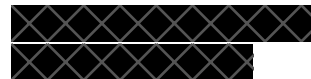
Just as *CRI* does not tolerate unlawful discrimination or harassment in the workplace, it also prohibits and does not tolerate unlawful retaliation against you for, in good faith, making a truthful complaint or report under this policy, or filing, testifying, assisting or participating in an investigation or proceeding regarding alleged unlawful discrimination or harassment. That means that *CRI* prohibits adverse employment actions against you because, for example, you complained about conduct you believe violates the organization's policies. If you think you're being retaliated against, please report it immediately to your supervisor (unless your supervisor engaged in the conduct you are complaining about), the Executive Director, or the Vice-Chair of the Board. Violators of this retaliation policy will be subject to disciplinary action, up to and including termination of employment or contract services.

### **Contact Information**

Brad Adams, Executive Director



Frank Hespe, Vice-Chair of the Board



### **External Agencies**

*CRI* sincerely hopes you'll use the internal processes to speak up if you have a concern. That way, the organization can look into the allegation and then respond to unlawful, or improper, conduct more quickly and efficiently. But, if you are not comfortable doing that, below are some external agencies in the United States where you can report workplace discrimination, retaliation and harassment concerns:

#### *Federal:*

Equal Employment Opportunity Commission

- <https://www.eeoc.gov/>
- 1-800-669-4000
- 1-800-669-6820 (TTY)
- 1-844-234-5122 (Video-Phone)

#### *State:*

CA Dept. of Fair Employment and Housing

- <https://www.dfeh.ca.gov/>
- 800-884-1684 (voice)
- 800-700-2320 (TTY)
- 711 (CA Relay Service)

**Approved by the Board.**