

4.6 HARASSMENT PREVENTION POLICY

Adopted April 15, 2013

The Western Section of the Wildlife Society (TWS-WS) is committed to providing an environment free of any form of harassment. Our policy formally discourages sexual harassment and harassment because of pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, gender or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. Our harassment prevention policy applies to all persons involved in our operations and prohibits unlawful harassment by any officer of our organization, as well as by any person doing business with or for our organization including independent contractors, suppliers, and volunteers.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

1. Submission to such conduct is made an explicit or implicit term or condition of some benefit from the organization; or
2. A hostile environment is created because of unwelcome actions, and the organization knows, or should know, about the problem and does nothing to correct it.

Prohibited unlawful harassment because of sex, race, ancestry, physical handicap, mental condition, marital status, age, religion, sexual orientation, or any other protected basis includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of participation or other benefit from the organization, or to avoid some other loss, and offers of other benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been unlawfully harassed by an officer or agent of TWS-WS you should promptly report the facts of the incident or incidents and the names of the individual(s) to the President of TWS-WS or another officer of the organization. It is the responsibility of each officer or independent contractor of TWS-WS to immediately report any violation or suspected violation of this policy to the President.

Upon receipt of a complaint, the organization will undertake a thorough, objective and good-faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any officer determined by the organization to be responsible for harassment will be subject to appropriate disciplinary action, up to and including removal from the Executive Board or termination of membership. Any independent contractor determined by the organization to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination of contractual agreements.

You will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by officers or independent contractors of TWS-WS against any complainant or anyone assisting in a harassment investigation.

All members of the Executive Board and independent contractors of TWS-WS are required to complete a sexual harassment prevention training for supervisors that complies with California AB 1825 within 60 days of appointment or election to the Board. The training will be required every two years

If you have any questions concerning this policy, please contact the TWS-WS President.