

## SEXUAL HARASSMENT POLICY

It is the policy of MCCFMA to maintain a respectful environment free from sexual harassment. MCCFMA will not tolerate such behavior by or toward any member of the Association, staff employed by or assigned to the Association, Executive Committee members, or any other individual with whom contact is made in a professional capacity. Any member or staff employed by, or assigned to, the Association found to have acted in violation of this policy shall be subject to appropriate disciplinary action. MCCFMA will also take appropriate action with respect to any instance in which a member or individual under MCCFMA's control is subjected to sexual harassment by another member, staff employed by or assigned to the Association, Executive Committee members, or any other individual with whom contact is made in a professional capacity. Preserving MCCFMA as a respectful environment in which to work is a shared responsibility of both leadership and membership.

- Section 1. Sexual/gender harassment includes unwelcome physical or verbal conduct relating to an individual's gender or directed at an individual because of gender; unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual or gender biased nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining membership and/or participating in Association activities;
  2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's membership or involvement in Association activities; or
  3. That conduct or communication has the purpose or effect of substantially interfering with an individual's experience with the Association, or creating an intimidating, hostile or offensive environment.

- Section 2. Examples of sexual/gender harassment may include but are not limited to:
- A. Unwelcome verbal harassment or abuse;
  - B. Unwelcome pressure for sexual activity;
  - C. Unwelcome sexually motivated or inappropriate patting, pinching or physical contact;
  - D. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's membership or participation in Association activities;
  - E. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's membership or election to the Executive Committee or other leadership roles;

- F. Any sexually motivated unwelcome touching;
- G. Distribution or display of written materials, pictures or other graphics of a sexual or gender biased nature;
- H. Other unwelcome behavior or words directed at an individual because of their gender.

Section 3. Members or assigned staff who believe they have been subject to sexual harassment related to membership or work assignment with MCCFMA have the following options:

- A. Politely but firmly tell whoever is engaging in the harassment how you feel about their actions. Politely request the person cease the behavior. If practical, bring a witness with you for the discussion. You may write a statement describing the incident(s) of harassment, a summary of your conversation with the person you believe is in violation of this policy and what that person's reaction was when told. You may keep the statement or provide a copy to the President or another member of the Executive Committee.
- B. All members and staff are urged to report sexual harassment immediately to the President or to another member of the Executive Committee. State specific details of the behavior you believe violates this policy.

Section 4. It is the responsibility of the President and Executive Committee to deal promptly and appropriately with persons who are in violation of this policy. A member or staff person employed by or assigned to MCCFMA who inflicts sexual harassment is subject to appropriate disciplinary action.

Upon receiving a complaint of sexual harassment, it is the responsibility of the President and the Executive Committee to investigate the complaint. Said investigation should be conducted promptly. Upon concluding the investigation, the Executive Committee will decide the response to be made. The decision of the Executive Committee shall be considered the final resolution to the complaint. Disciplinary action up to and including immediate termination of membership may result.

Section 5. This policy applies to all members of MCCFMA while performing their duties within or outside the workplace, or while participating in MCCFMA functions or activities.

Section 6. MCCFMA will not tolerate any form of retaliation or reprisal against any person who reports alleged violations of this policy or who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. If MCCFMA determines that a member has engaged in any form of retaliation or reprisal, MCCFMA may impose any level of discipline it deems appropriate up to and including immediate discharge. MCCFMA may also take any other action it deems appropriate to resolve the retaliation and prevent the conduct from recurring.