

Environmental Peacebuilding Association
Anti-Discrimination, Harassment, and Retaliation Policy
Adopted by the Board of Directors on June 20, 2019

The Environmental Peacebuilding Association is committed to providing a safe environment for all its directors, volunteers, and members free from Discrimination on any grounds and from Harassment, including Sexual Harassment, in Association forums and at Association events. The Association will enforce a zero-tolerance policy for any form of Discrimination or Harassment in Association-sanctioned activities, treat all incidents seriously, and promptly investigate all allegations of Discrimination or Harassment. Any person determined to have Discriminated against or Harassed another will face disciplinary action, up to and including dismissal from director or volunteer role or expulsion of membership. All complaints of Discrimination or Harassment will be taken seriously and treated with respect and in confidence. No one will face retaliation for making such a complaint. Wherever the term Harassment or Discrimination is used in this document, outside of the definitions, each shall encompass Harassment, Discrimination, and/or Sexual Harassment (for example, procedures for reporting Harassment).

Definition of Harassment: Harassment is any type of conduct based on an employee's protected class or characteristic (race, color, ancestry, religion or creed, national origin, citizenship, age, sex – including pregnancy, childbirth, and related medical conditions – physical or mental disability, marital status, personal appearance, family responsibilities, matriculation, sexual orientation, gender identity or expression, political affiliation, labor organization membership, veterans status, genetic information, credit information, or any other category protected by applicable federal, state, or local law), including conduct intended to be friendly or humorous, that is unwelcome and has the purpose or effect of unreasonably interfering with an employee's work performance or contributing to or creating a work environment that is intimidating, hostile, offensive, or coercive to a reasonable person. Harassment includes communicating, sharing, or displaying written or visual material either in hard copy or displayed electronically on computer screens, laptops, tablets, cell phones, or other devices (whether company-issued or personal) or making verbal comments that are demeaning or derogatory to a person because of their protected class, including material or comments intended as humor. Harassment includes Sexual Harassment, as defined below.

Definition of Sexual Harassment: Sexual Harassment is unwelcome conduct of a sexual nature that makes a person feel offended, humiliated, and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's involvement in the Association, as well as situations that create a hostile, intimidating, or humiliating work environment for the recipient. Sexual Harassment can involve one or more incidents, and actions constituting Harassment may be physical, verbal, or non-verbal. Examples of conduct that constitutes Sexual Harassment include but is not limited to:

Physical conduct

- Unwelcome physical contact, including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- The use of job-related threats or rewards to solicit sexual favors

Verbal conduct

- Comments on a person's appearance, age, private life, etc.
- Sexual comments, stories, jokes, and innuendo
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sexually explicit messages, including those sent by phone, email, and other means of communication

Non-verbal conduct

- Display of sexually explicit or suggestive material
- Giving gifts or leaving objects that are sexually suggestive
- Sexually suggestive gestures
- Whistling
- Leering

Anyone can be a victim of Sexual Harassment, regardless of their gender and of the gender of the harasser. The Association recognizes that Sexual Harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcome by the person towards whom the conduct is directed.

The Association recognizes that Sexual Harassment is often a manifestation of power relationships and can occur within unequal relationships in the workplace, like between a manager and employee. Anyone, including directors, volunteers, members, and other affiliates of the Environmental Peacebuilding Association, who Sexually Harasses another will be disciplined in accordance with this policy.

All Sexual Harassment, whether it takes place on the premises of the Association, Secretariat, or affiliated partners, through digital or other communication, or at social events, business trips, training sessions, or conferences sponsored by the Association, is prohibited and subject to this policy.

Sexual Harassment in the workplace is unlawful in accordance with the D.C. Human Rights Act. As the jurisdiction under which the Association is organized, DC laws including D.C. Code Ann. § 2-1402.11 shall apply to voluntary employment with the Association. Sexual Harassment is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;

- (b) Submission to or rejection of such conduct by an employee is used as a basis for employment decisions affecting the employee; or
- (c) The conduct has the purpose or effect or unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include but is not limited to, verbal harassment or abuse, subtle pressure for sexual activity, patting or pinching, brushing against another employee's body, or demand for sexual favors.

Definition of Discrimination: Discrimination is the adverse treatment of a person on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. The Association is committed to providing an inclusive and welcoming environment for all its members, staff, volunteers, subcontractors, vendors, and clients. As such, Discrimination is prohibited in any of the Association's activities or operations. These activities include, but are not limited to, acceptance and termination of members, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

Discrimination can occur:

- **Directly**, when a person or group is treated less favorably than another person or group in a similar situation because of a personal characteristic protected by law.
- **Indirectly**, when an unreasonable requirement, condition, or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law.

Procedures in Cases of Alleged Harassment or Discrimination: Any Association volunteer who believes that she or he has been subjected to unlawful Harassment of any kind should report the Harassment immediately to her or his supervisor. If the volunteer is uncomfortable reporting the Harassment to her or his immediate supervisor (whether because the supervisor has committed the Harassment or for any other reason), the volunteer should report the harassment to either the President or one of the Vice Presidents of the Association.

Any Association volunteer, member, board member, speaker or invited guest, exhibitor, vendor, or contractor who believes that she or he has been subjected to unlawful Harassment of any kind should report the Harassment immediately to either the President or one of the Vice Presidents of the Association. In any situation where the President, Vice President, or other Officer is the subject of such a report, the Harassment may instead be reported to the Board of Directors.

The Association is committed to taking all reasonable steps to prevent Harassment and will make every reasonable effort to promptly and completely address any Harassment that occurs. However, the Association cannot take prompt and effective remedial action unless an incident of

Harassment is immediately reported through the communication channels outlined above. However, no fixed reporting period has been established, and every incident that is reported will be investigated.

An individual making a claim of Harassment will be expected to follow the aforementioned Harassment reporting procedure, which includes providing as much information as possible about the details of the incident or incidents, name or names of the individuals involved, the names of any witnesses, and any written or electronic evidence.

The subject of any report will be notified of such a complaint, in accordance with the Association's Bylaws, and to further the Association's investigation, but the claimant's identity shall remain confidential and should be assigned a generic case number in all communications. If the subject of the complaint is found to have violated this Policy, the Board shall revoke his or her membership pursuant to Section 4.07 of the Association's Bylaws and, if the subject is a non-member, the Association shall no longer involve the subject in contracted, voluntary, or other relations. If the subject of the complaint is found not to have violated this Policy, he or she will be so informed.

Again, the Association will take appropriate, thorough, independent, and prompt action in response to reports of Harassment in accordance with standard operating practices. Every effort will be taken to maintain confidentiality, although confidentiality cannot be guaranteed. The complainant will be informed of the results of the investigation.

Standards of Practice: The Association may maintain a separate Standard of Practice Document to guide the investigation and resolution of complaints made under this Policy.

Reporting Without Fear of Retaliation: Retaliation for reporting Harassment will not be tolerated against any volunteer, member, board member, speaker or invited guest, exhibitor, vendor, or contractor on the premises of the Association Secretariat, at the Association's biennial conference, at regional or local events, and in the context of other Association-related activities. Any person who believes he or she has been Harassed, Discriminated against, or retaliated against by an Association representative on the premises of the Association Secretariat or at an Association event should promptly report the facts of the incident(s) and the names of the individuals involved to the President and/or Vice Presidents of the Association.

Consequences for Violations of this Harassment and Anti-retaliation Policy: If the Association finds that its Harassment policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending board members or volunteers, discharge of offending Association members consistent with the Association's Bylaws, and similarly appropriate action towards offending volunteer, member, board member, speaker or invited guest, exhibitor, vendor, or contractor including immediate removal from the premises.