**Oswego Heritage Council, Inc.**

**BOARD OF DIRECTORS, STAFF**

**AND RELATED PARTIES ANTI-HARASSMENT POLICY**

All Oswego Heritage Council, Inc. (”OHC”) staff, members of the Board of Directors, persons appointed to any committee of the Board of Directors, vendors, and all other persons in anyway affiliated with Oswego Heritage Council, including persons affiliated in any way with OHC, (“Related Parties”) deserve to be treated with dignity and respect by members of the OHCXXXX Board of Directors (“Directors”). As such, OHC is committed to providing an environment and encouraging interactions that are free from harassment, intimidation and coercion based on or related to an individual’s race, color, gender, religion, national origin (including ancestry), age, disability, Veteran status, marital or familial status, sexual orientation, gender identity or expression, genetic information, political affiliation, personal appearance, matriculation or any other classification protected by applicable law. To that end, OHC is also committed to providing an environment that fosters and promotes professional interactions and respect among colleagues. The OHC Board of Directors has adopted this policy governing conduct of the members of the Board of Directors, Staff and Related Parties.

Any violation of this anti-harassment policy will be dealt with promptly and appropriately.  Any Director who engages in such improper conduct will be subject to disciplinary action through the disciplinary process created by the Board of Directors, up to and including removal from the OHC Board of Directors.  Similarly, Related Parties who engage in improper conduct shall be subject to disciplinary action by the Board of Directors, which may include, among other actions, removal from any position or affiliation with OHC.

1. **Harassment Defined**.  Harassment or improper interactions may include, for example:
* Unwelcome or abusive physical contact;
* Use of unwelcome or improper nicknames or terms of endearment;
* Unwelcome comments about a person’s clothing, body, appearance, or personal life;
* Offensive jokes or unwelcome innuendos;
* Violating another's "personal space," hugs, or other forms of unwelcome or inappropriate contact or proximity;
* Failure to treat colleagues respectfully or otherwise treating colleagues differently from one another on the basis of gender, sexual orientation, age, race, national origin, disability or other discriminatory bases;
* Use of email, social media, or other electronic means to retrieve or transmit offensive or harassing messages; or other conduct referring to an individual’s race, gender, religion, etc., even if not objectionable to some individuals, if it creates an environment that others may reasonably find hostile or offensive.

This list is **not** exhaustive.

Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:

* Submission or rejection of such conduct is made a term or condition of an individual’s employment;
* Submission or rejection of such conduct is used as the basis for an employment decision, such as promotion, demotion, termination, compensation, or such condition interferes with an individual’s work performance or creates a hostile, intimidating or offensive environment;
* Submission or rejection of such conduct is used as a basis or condition for service on the OHC Board of Directors or other volunteer service on behalf of OHC.
1. **Complaint Procedure**.  Any staff member, Director, or Related Party who believes that she or he is a victim of harassment or other discrimination, or who witnesses what they believe to be  harassment or discrimination, should report such facts **immediately** to the OHC President, Executive Committee or Executive Director so OHC can take appropriate action. If the OHC Executive Director or President are involved in the harassment, the person should report the facts to any other member of the OHC Executive Committee not involved in the offensive conduct.  If the individual experiencing or witnessing the harassment or discrimination is comfortable speaking to the offending person, the individual is encouraged to speak directly to that person about his or her conduct and explain that it is not welcome and is inappropriate.  The offensive conduct may have been thoughtless, or based on a mistaken belief that it was welcome.

In any event, immediate response is required; the problem must not be ignored.  It is important that Oswego Heritage Council be informed immediately of harassment or discrimination as experienced or observed. Nothing can be done to remedy a problem if OHC does not know it exists. If a complaint is made, OHC’s Executive Committee will conduct an investigation and take appropriate action.  All staff members, directors, and related parties are expected and required to cooperate as necessary for a full and fair investigation. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation. No individual will be disciplined or otherwise retaliated against for submitting a good faith complaint about harassment or discrimination.

Any questions about this policy should be addressed to the OHC

 President, Executive Committee or Executive Director.