

## **DANIEL BOONE CONSERVATION LEAGUE HARRASSMENT POLICY**

The Daniel Boone Conservation League, Inc. hereinafter referred to as "DBCL" is committed to providing a working environment free from harassment of any kind. DBCL insists that all employees and DBCL members refrain from any behavior that which causes harassment, including sexual harassment, against other employees or DBCL members. DBCL strives to provide an environment free from all forms of harassment or intimidation based on age, race, religion, color, physical or mental handicap, sex, national origin, ancestry or any other proscribed basis of employment discrimination.

Any employee or DBCL member who violates this policy will be subject to corrective action, which may include discipline or discharge.

Sexual harassment may occur when unwelcome conduct, comments, touching, teasing, joking or intimidation interferes with work or creates an intimidating, hostile or offensive environment. Examples of this type of conduct include but are not limited to: unwelcome sexual advances, request for sexual favors, unwelcome sexual flirtations, propositions, displays of sexually suggestive objects or pictures or sexually explicit or offensive jokes. Verbal, visual or physical conduct of a sexual nature are all serious violations of this policy and is prohibited.

No member of the DBCL Board of Directors or membership shall threaten or imply, either explicitly or implicitly, that the employee's refusal to submit to sexual advances will adversely affect any condition of that person's employment or career development.

DBCL is aware that conduct, comments or behavior, which may be offensive to some individuals, might be considered inoffensive by others. Because of this, it is difficult for DBCL's Board of Directors and members to learn of and take effective action to halt harassment unless the affected individual/s alerts DBCL's Board of Directors both of the occurrence and the fact that the conduct in question is offensive and unwanted. Anyone who believes that they have been subjected to harassment by an employee, club member, member of the Board of Directors or vendor has a duty to bring the matter to the attention of DBCL's Board of Directors immediately.

Several options are available to those who feel they have been subjected to harassment. Affected individuals may first tell the alleged harasser that they find such behavior offensive and may ask them to stop. If this doesn't work or if the affected individual/s feels uncomfortable bringing up the subject with

the alleged harasser, report the situation to the President of the Board of Directors in writing. If the individual/s felt uncomfortable raising the matter with the President or if the matter is not resolved with the President and/or the problem persists, the affected individual should bring the matter to the attention of any member of the Board of Directors. Affected individual/s may go straight to any member of the Board of Directors, even for what may be considered a minor harassment incident.

The affected individual/s is required, however, to report the harassment to **somebody** with management authority at DBCL.

DBCL will make every reasonable effort to halt any harassment. This policy will not be effective however, without the cooperation of all employees and DBCL members. Any individual/s who believes that they have been subjected to harassment has a duty to promptly bring this fact to the attention of DBCL management personnel so that the problem may be confronted and resolved.

DBCL realizes that harassment situations can be sensitive. All allegations of harassment will be treated seriously and investigated promptly and discreetly. Confidentiality will be maintained as much as possible during the investigation. If an investigation shows that harassment has occurred, DBCL will take immediate and appropriate corrective action, reasonably designed to halt the harassment and prevent recurrence.

Retaliation or discrimination against someone for complaining about harassment is prohibited and will not be tolerated. Retaliation against witnesses or other individuals who cooperate in a harassment investigation is also prohibited. If individual/s believes they have been retaliated against, even if retaliation is subtle, report this fact immediately to the President or a member of the Board of Directors. Anyone found to have retaliated against an individual because of a harassment complaint or because cooperation in the investigation of a complaint will be subject to discipline.