

Anti-discrimination, Harassment Policy (Anti Defamation Policy)

Purpose

ICFWA is committed to encouraging and sustaining a diverse community that is free from prohibited discrimination and harassment. ICFWA prohibits discrimination on the basis of race, color, religion, national origin, disability, veteran status, sexual orientation, gender identity, sex, genetic information, or age in the administration of its policies, Membership, or any other program or activity.

ICFWA does not tolerate harassment of any kind. Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the organization.

Definitions

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an Individual because of his or her age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment. Examples of harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her protected attribute as stated above.

Sexual harassment or gender-based harassment is a form of harassment that is when anyone in a position of authority, either male or female, ties conditions to a request or demand for sexual favors. Specifically, it is sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when;

- Submission to such conduct is made either explicitly or implicitly a term or condition for a position or a title,
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an attendee experience by creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include;

- Offensive sex-oriented verbal kidding, teasing or jokes;
- Repeated unwanted sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse of a sexual nature;
- Graphic or degrading comments about a person's appearance or sexual activity;
- Offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, cartoons or posters;
- Unwelcome pressure for sexual activity;
- Offensively suggestive or obscene letters, notes or invitations; or
- Offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Reporting

Everyone can help assure that ICFWA is free from discrimination or harassment. We ask all individuals to be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. Our hope is any person who finds another's conduct unwelcome will inform that individual. We understand this request might not always be possible. Therefore, all are encouraged to report directly to any member of the ICFWA any and all conduct they feel is in violation of this policy. Moreover, any ICFWA Board member who is aware of or who receives a report of conduct inconsistent with this guideline is to report immediately to the Executive Board of Directors of the organization. This guideline does not require reporting harassment or discrimination to any person who is creating the harassment or discrimination.

Investigation

All reports describing conduct that is inconsistent with this policy will be investigated promptly. In investigating and in imposing any discipline, ICFWA Board of Directors will attempt to preserve confidentiality to the extent that the needs of the situation permit. Any conduct that is believed to be potentially illegal will be reported to the appropriate authorities for investigation and adjudication. ICFWA Board of Directors may put interim measures in place, such as a suspension of membership, titles, rights and privileges or censure, while the investigation takes place. ICFWA BOD may take further appropriate action once a report has been thoroughly investigated. The investigation may conclude that a violation of policy occurred or that no violation occurred or that it cannot be concluded whether or not a violation occurred. When an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then ICFWA BOD will take corrective action. The outcome determination may include discipline, as appropriate under the circumstances. This could include dismissal-removal of Titles, removal of all rights, privileges including membership, regardless of the service positions held by the parties involved. ICFWA BOD may also decide to instruct any attendee regarding their actions for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of law or even a violation of this policy.

If the person who engaged in harassment is not an attendee, then ICFWA BOD will take whatever corrective action is reasonable and appropriate under the circumstances. ICFWA forbids any person from making retaliation treats against any person for reporting discrimination or harassment, for assisting another person in making a report, or for cooperating in a discrimination or harassment investigation. Any person who experience or witness any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.