

Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

Objective

Peace Advocacy Network (PAN) is committed to a community culture in which all individuals are treated with respect and dignity. Each participant (employees, pledges, and volunteers) has the right to connect in a professional and friendly atmosphere that promotes equality and prohibits discriminatory practices, including harassment. Therefore, PAN has developed this policy to ensure that all participants can engage in an environment free from unlawful harassment, discrimination and retaliation.

Any participant who has questions or concerns about these policies should talk with [insert name] or a member of the PAN board.

It is the policy of PAN to ensure participants are free from discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. PAN prohibits any such discrimination or harassment.

This policy should not, and may not, be used as a basis for *excluding* or separating individuals of a particular gender, race, sexual orientation, religion, ability, or any other protected characteristic, from participating in activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment.

Retaliation

PAN encourages reporting of all perceived incidents of discrimination or harassment. PAN will make every reasonable effort to ensure that all concerned are familiar with this policy and are aware that any complaint in violation of this policy will be investigated and resolved appropriately. PAN prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in of sexually suggestive objects or pictures in PAN-related settings; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment can be verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or

any other characteristic protected by law, or that of their relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive atmosphere, b) has the purpose or effect of unreasonably interfering with an individual's performance, or c) otherwise adversely affects an individual's well-being.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere else in a PAN setting, during a PAN event, or using PAN equipment by e-mail, telephone (including voice messages), text messages, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all participants, whether related to conduct engaged in by an employee, a volunteer, a pledge or by someone not directly connected to PAN (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in any environment related to the PAN program, such as during pledge meetings, PAN workplaces, or social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

PAN encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with [insert name] or any member of the PAN board (see the complaint procedure described below).

In addition, PAN encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. PAN recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Meredith Clayton, Carmella Lanni Giardina or any other person on the PAN board of directors.

PAN encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. PAN will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like

harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, reassignment, temporary suspension from the program, or permanent removal, as PAN believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may request joint consideration by Meredith Clayton and Carmella Lanni Giardina, or by the entire PAN board of directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate action.

I acknowledge that I have received and reviewed PAN's Anti-Harassment and Anti-Discrimination Policy and agree to abide by it.

Name

Date